Recommended Checklist for Researchers

UK**RIO**
RESEARCH INTEGRITY OFFICE

The Checklist summarises the key points of good practice in research applicable to all disciplines. It is divided into three parts corresponding to different stages of a research project, from start to finish. Researchers should only complete the Checklist after reviewing the Standards in the Code of Practice for Research and if necessary, seeking advice from a member of professional services staff.

PART 1 — Before Conducting Your Research (bearing in mind that, subject to legal and ethical requirements, roles and contributions may change during the research):

1 ☐ Does your proposed research address pertinent question(s), and is it designed either to add to existing knowledge about the subject in question or to develop methods for research into it – inclusive of:
- repeatability; reproducibility; replicability;
- trustworthiness; credibility; authenticity; and
- meta-research?

2 ☐ Is your research design and methodology appropriate for your research question(s)?

3 ☐ Will you have access to all the necessary skills, training, and resources to do your research?

4 ☐ Have you done a risk assessment and due diligence to check for and mitigate:
- potential risks to your organisation, the environment, the research; the health, safety, and well-being of researchers and research participants; and
- potential risks to research and innovation?

5 ☐ Will your research comply with *Trusted Research* guidelines to protect yourself and the research from potential exploitation, misuse, and theft?

6 ☐ Will your research comply with legal, organisational, funder, and other requirements/guidelines for the responsible use of emerging tools, methods, and technologies for research, such as artificial intelligence (AI)?

7 ☐ Have you signed all contracts (including collaboration agreements if relevant) before commencing the research and will your research comply with contractual and financial guidelines relating to the project?

8 ☐ Have you identified any potential intellectual property arising from the research and reviewed ownership, licensing, and protection strategies in accordance with your organisational and funding requirements?

9 ☐ Has your research had any necessary ethics review, *especially* if it involves:
- human participants; human material; personal data;
- animals (inclusive of non-ASPA, i.e., animals that do not fall under the Animal Scientific Procedures Act 1986); animal materials;
- microbiomes; environmentally hazardous agents; or
- use of emerging tools, methods, or technologies that raise ethical considerations, such as AI; or
- dual use research of concern (DURC)?

10 ☐ Will your research comply with all legal (including health and safety) and ethical requirements and other applicable guidelines, including those from other organisations and/or countries, if relevant?

11 ☐ Will your research comply with good practice requirements and where relevant, follow open research practices?

12 ☐ Have you agreed how you will disseminate outputs (inclusive of journal articles, conferences, book chapters, pre-prints, registered reports, abstracts, etc.), and discussed authorship and contributorship?

13 ☐ Have you considered how your research will comply with any monitoring, audit, and data management requirements?

14 ☐ Have you agreed on the roles of all the researchers and responsibilities for management and supervision?

15 ☐ Have all competing interests relating to your research been identified, declared, and addressed?

16 ☐ Where applicable (e.g., clinical trials or systematic reviews), has your research been registered with the appropriate body?

17 ☐ Are you aware of the policies for addressing breaches of research integrity for all relevant organisations (sometimes called research misconduct policies or investigation procedures), and do you know which policies/procedures will take precedence?

Part two and three of the Checklist summarises the key points of good practice during the conduct and upon completion of the research. Researchers should review the Standards in the Code of Practice for Research and if necessary, seek advice from a member of professional services staff before completing this Checklist.

PART 2
When Conducting Your Research:

1. ☐ Are you following the agreed design and methods for the project?

2. ☐ Have any changes to the agreed design, methods, and hypotheses been reviewed and approved, if applicable?

3. ☐ Are you following best practices to collect, create, produce, compile, store, and manage your research outputs?

4. ☐ Are agreed roles and responsibilities for management and supervision being fulfilled?

5. ☐ Is your research complying with any monitoring, audit, and appropriate data management requirements?

6. ☐ Is your research in compliance with all requirements and guidelines for the responsible use of emerging tools, methods, and technologies for research (such as AI), including human oversight and transparency?

7. ☐ Have you reviewed authorship and contributorship agreements at this stage of the project?

PART 3
When Finishing Your Research:

1. ☐ Does your research comply with all legal, ethical, and contractual requirements?

2. ☐ Are agreements relating to intellectual property, publication, authorship, contributorship, international collaboration, and innovation being complied with?

3. ☐ Will all contributions to the research be acknowledged?

4. ☐ Will your research and all its findings (inclusive of null results) be reported accurately, honestly, completely, and within a reasonable time frame?

5. ☐ Will the research outputs be retained in a secure and accessible form and for the required duration?

6. ☐ Will research outputs be made open and accessible?

7. ☐ Will research outputs comply with all dissemination requirements and guidelines relating to the use of emerging tools, methods, and technologies for research (such as AI) including full and transparent disclosure of their use?