

# Recommended Checklist For Researchers

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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, with advice from a member of professional services staff.

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Checklist Begins.

## Part 1: Before conducting your research

*Bear 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:
  - a)** Potential risks to
    - Your organisation?
    - The environment?

- The research? Or
- The health, safety and well-being of researchers and research participants?

**b) Potential risks to research innovation?**

- 5.** Will your research comply with Trusted Research guidelines to protect yourself and the research from potential exploitation, misuse, and theft?
- 6.** 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?
- 7.** Have you agreed the intellectual property?
- 8.** 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
  - dual use research of concern (DURC)?

- 9.** 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?
- 10.** Will your research comply with good practice requirements and where relevant, follow open research practices?
- 11.** Have you agreed how you will disseminate outputs (inclusive of journal articles, conferences, book chapters, pre-prints, registered reports, abstracts, etc.), authorship and contributorship?
- 12.** Have you considered how your research will comply with any monitoring, audit and data management requirements?
- 13.** Have you agreed on the roles of all the researchers and responsibilities for management and supervision?
- 14.** Have all competing interests relating to your research been identified, declared, and addressed?
- 15.** Where applicable (e.g., clinical trials or systematic reviews), has your research been registered with the appropriate body?
- 16.** Are you aware of the research misconduct policies of all relevant organisations and know which procedure to investigate research misconduct will take precedence?

## 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 storage requirements?
- 6.** 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, accessible, and of high quality?

Checklist Ends.