Sheridan	**THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING**
Title: Research Integrity Policy	

Original Date: June 15, 2005; January 24, 2019 **Date of Approval:** November 21, 2024	**Effective Date:** November 21, 2024 **Last Review Date:** November 21, 2024	**Approved By:** ☒ Board of Governors ☐ President and Vice Presidents

1. Purpose

The Sheridan College Institute of Technology and Advanced Learning (Sheridan) as a scholarly community is committed to the highest standard of integrity in Research. All Researchers share a responsibility for awareness of and adherence to principles of integrity in their Research. Inherent in this Policy is Sheridan's commitment to fulfill our institutional obligations under the Tri-Agency Framework: Responsible Conduct of Research (2021) (Framework).

This Policy is premised on individual responsibility for appropriate Research conduct. Special responsibility rests with Researchers to ensure that all Research is informed by the principles of honesty, trust, accountability and collegiality; is conducted with honest and thoughtful inquiry, rigorous analysis, and accountability for the use of scientific standards; and seeks to increase knowledge in ways that do not harm, but which benefit society.

The purpose of this Policy is to promote the responsible conduct of Research at Sheridan and outline the procedures for addressing Allegations of breaches of Research Integrity.

2. Scope

This Policy covers all Research at Sheridan, including funded and unfunded. Exempted from this policy are students who undertake academic Research solely in their capacity as students and in respect only to work related to the completion of course or program requirements, who will be governed by Sheridan's procedures for dealing with academic misconduct.

Anyone working under the guidance of Sheridan engaging in Research, including employees, students working with Research faculty or staff on a Research project, Collaborators and Partners working on a Research project, visitors and volunteers using Sheridan's facilities or seeking approval of Sheridan for Research, are covered by this Policy. This includes Research conducted in other jurisdictions or countries.

Sheridan does not carry out any Research that involves the use of animals. Should Sheridan plan Research activities involving the use of animals, it will notify relevant funding agencies and abide by the standards set by the Canadian Council for Animal Care for such Research. Sheridan

Researchers collaborating on Research that involves the use of animals led by other institutions will abide by the standards set by the Canadian Council for Animal Care, and in the case of Research conducted in other jurisdictions, the relevant international standards for such Research.

If there is a conflict between this Policy and the Framework, the directives as established by the Framework will be paramount and this Policy interpreted accordingly.

3. Definitions

"Allegation" refers to a claim or assertion that a breach of Research Integrity may have occurred.

"Breach of Research Integrity" is any action that is inconsistent with the principles of Research Integrity described in Section 4, and includes, but is not limited to, the behaviours outlined in Section 4.3 of the Policy.

"**Collaborator"** is a party external to Sheridan who contributes to the overall intellectual direction and participate in Research and related activities[1]. They may or may not have a legal agreement signed with Sheridan.

"Framework" refers to the Tri-Agency Framework: Responsible Conduct of Research, which sets out the responsibilities and corresponding policies for Researchers, institutions, and the federal funding agencies, that together help support and promote a positive Research environment[2].

"Partner" is a party external to Sheridan who actively participates in the Research and related activities and makes cash and/or in-kind contributions[1]. They have a legal agreement signed with Sheridan.

"Principal Investigator" is the Researcher who is so identified to a granting agency or sponsor or, in the absence of such identification, the Researcher who has the primary responsibility for the design, conduct and supervision of Research.

"Research" in this Policy refers to the full process of Research and innovation activities within a particular discipline or interdisciplinary field, including applications, proposals, and any outputs.

"Researcher" means anyone working under the aegis of Sheridan engaging in Research, including employees, students, visitors and volunteers, using Sheridan's facilities, or seeking approval of Sheridan for Research.

"Research Integrity" represents a commitment to strive honestly, openly and fairly for the best Research practices and includes the principles outlined in Section 4 of the Policy.

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[1] Adapted from Natural Sciences and Engineering Research Council of Canada (2024). Roles and eligibility requirements to apply for or hold College and Community Innovation program grant funds. Retrieved from: https://www.nserc-crsng.gc.ca/nserc-crsng/eligibility-admissibilite/roles-roles_eng.asp#a3

[2] Adapted from Secretariat on Responsible Conduct of Research (2021). Tri-Agency Framework: Responsible Conduct of Research (2021). Retrieved from: https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html

4. Policy Statement

Consistent with subsection 2.1.2 of the Framework, Sheridan holds all Researchers responsible for upholding the principles of Research Integrity described below.

a. Rigour: Scholarly and scientific rigour in proposing and performing Research; in recording, analyzing, and interpreting data; and in reporting and publishing data and findings.

b. Record keeping: Keeping complete and accurate records of data, methods and findings, including graphs and images, in accordance with the applicable funding agreement, institutional policies, laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.

c. Accurate referencing: Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including theories, concepts, data, source material, methods, findings, figures and images.

d. Authorship: Including as authors, with their consent, all those and only those who have made a substantial contribution to, and who accept responsibility for, the contents of the publication or document. The substantial contribution may be conceptual or material.

e. Acknowledgement: Acknowledging appropriately all those and only those who have contributed to Research, including funders and sponsors.

f. Conflict of interest management: Appropriately identifying and addressing any real, potential or perceived conflict of interest, in accordance with the institution's policy on conflict of interest in Research, to ensure that the objectives of the Framework (Article 1.3) are met.

g. Presenting accurately and completely one's scholarly and professional credentials and accomplishments when submitting grant applications, and when engaged in other professional duties and responsibilities where the invitation to do so is based at least in part on one's scholarly and professional credentials[3].

h. Complying with federal or provincial statutes or regulations, and with Sheridan policies and any approved protocols for the safety and protection of Researchers, human participants, the public, and animals[3].

4.1. Open Research Practices

Sheridan recognizes the benefits of open Research practices. Researchers are encouraged, where appropriate, and subject to relevant legislation and granting agency or sponsor guidelines, to make public their Research materials, stimuli, data, programs, and any Research articles or creative products via SOURCE, Sheridan's institutional repository, or other online repositories.

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[3] Adapted from Trent University (2020). Policy on Research and Scholarly Misconduct. Retrieved from:
https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Policy%20on%20Research%20and%20Scholarly%20Misconduct.pdf

It is the responsibility of the Researcher to determine which publishers allow authors to retain copyright and/or allow authors to archive journal publications in accordance with funding agency policies[4].

4.2. Data Gathering and Retention

Consistent with Sheridan's Research Data Management (RDM) Institutional Strategy, Researchers should consult Sheridan's RDM Wise Practice Guidelines for directions on the appropriate management of Research data at all stages of the Research and data life cycle.

4.3. Breaches of Research Integrity

4.3.1. In considering matters of Research Integrity, due regard is given to the fact that Research can involve honest errors, honest differences in methodology, interpretation or judgement, or divergent paradigms in science[5].

4.3.2. Sheridan regards any action that is inconsistent with the principles described in Section 4 as a breach of Research Integrity. In addition to violations of this policy, breaches shall include any departure from relevant Research policies as outlined in the Framework, the Tri-Council Statement: Ethical Conduct for Research Involving Humans, the Sheridan Policy on Ethical Conduct for Research Involving Human Participants, the Sheridan Conflict of Interest Policy, the Canadian Council for Animal Care, and the Public Health Agency of Canada Laboratory Biosafety Guidelines[6].

4.3.3. Breaches include, but are not limited to, any or all the behaviours identified below:
   a) Fabrication: Making up data, source material, methods or findings, including figures and images.
   b) Falsification: Manipulating, changing, or omitting data, source material, methods or findings, including figures and images, without acknowledgement and which results in inaccurate findings or conclusions.
   c) Destruction of Research records: The destruction of one's own or another's Research data or records to specifically avoid the detection of wrongdoing or in contravention of the applicable funding agreement, institutional policy and/or laws, regulations and professional or disciplinary standards.
   d) Plagiarism: Presenting and using another's published or unpublished work, including theories, concepts, data, source material, methods or findings,

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[4] Adapted from Tri-Agency Open Access Policy on Publications (2015). Retrieved from: https://science.gc.ca/site/science/en/interagency-Research-funding/policies-and-guidelines/open-access/tri-agency-open-access-policy-publications-2015

[5] Adapted from University of Toronto (2013). Framework to Address Allegations of Research Misconduct. Retrieved from: https://Research.utoronto.ca/media/48/download

[6] Adapted from Trent University (2020). Policy on Research and Scholarly Misconduct. Retrieved from: https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Policy%20on%20Research%20and%20Scholarly%20Misconduct.pdf

including figures and images, as one's own, without appropriate referencing and permission, if required.

e) Redundant publication or self-plagiarism: The re-publication of one's own previously published work or part thereof, including data, in any language, without adequate acknowledgment of the source, or justification.

f) Invalid authorship: Inaccurate attribution of authorship, including attribution of authorship to persons other than those who have made a substantial contribution to, and who accept responsibility for, the contents of a publication or document or to a Generative Artificial Intelligence software[7].

g) Inadequate acknowledgement: Failure to appropriately recognize contributors.

h) Mismanagement of conflict of interest: Failure to appropriately identify and address any real, potential, or perceived conflict of interest, including failure to disclose conflict of interest to funders or sponsors, in accordance with the Sheridan's Conflict of Interest Policy, preventing one or more of the objectives of the Framework (Article 1.3) from being met.

i) Providing incomplete, inaccurate, or false information in a grant or award application or related document, including listing co-applicants, collaborators, or partners without their agreement.

j) Applying for or holding a grant or award when deemed ineligible for reasons of breach of responsible conduct of Research policies such as human participants, integrity, or financial management policies.

k) Mismanagement of grants or award funds, including using funds for purposes inconsistent with the policies of a granting agency or sponsor, misappropriating funds, contravening granting agency or sponsor financial policies, or providing incomplete, inaccurate, or false information on documentation for expenditures from grant or award accounts.

l) Use of archival material in violation of the Copyright Act.

m) Failure to adhere to the terms and conditions of contracts with a third party that is sponsoring Research.

n) Making false or misleading statements that are contrary to good faith reporting of alleged breaches of Research Integrity or failing to declare any conflicts of interest when reporting alleged breaches.

o) Retaliation against a person who acted in good faith and reported or provided information about alleged breaches of Research Integrity[5].

4.4. Responsibilities of Principal Investigators

Principal Investigators have the following responsibilities:

a) To ensure that all Research is conducted to the highest possible standards of integrity.

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[7] Adapted from Committee on Publication Ethics (COPE) (2023). Authorship and AI tools. Retrieved from:
https://publicationethics.org/cope-position-statements/ai-author

b) To discuss in advance, the roles of all project team members in the development of a Research proposal. Applicants and co-applicants will agree on the terms of authorship of the proposal before the beginning of the project, including students who are contributing to the project. The roles and responsibilities of the group will be detailed at the outset and will include criteria for being a co-author and who will be responsible for these obligations when the Research is completed.

c) To seek and obtain approval from the Sheridan Research Ethics Board before engaging in any Research involving human participants and then complying fully with the approved Research protocols in the performance of the Research[8].

d) To assess privacy risks and threats to the security and confidentiality of information for all stages of the Research life cycle and implement appropriate measures to protect information in compliance with the Framework, The Tri-Agency Statement of Principles on Digital Data Management, and if applicable, the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans and approved Research protocols.

e) To provide collaborators, students, staff and assistants with appropriate information and training about Research Integrity and Research ethics.

f) To monitor the work of students, Research assistants, etc. and oversee the designing of Research methods and the processes of acquiring, recording, analyzing of Research data, and to verify the validity of data and Research results.

g) To ensure Generative Artificial Intelligence is being used responsibly by all members of the research team and in accordance with Sheridan's Guidelines for Generative Artificial Intelligence Use in Research and any guidelines or policies of relevant stakeholders (e.g., granting agencies, academic journals, etc.).

4.5. Policy Breaches

The Vice Provost, Research shall deal with Allegations of violations of this Policy according to the associated Procedure.

Students who are alleged to have committed a policy breach in academic Research solely in their capacity as students and in response only to work related to the completion of course or program requirements will be governed by Sheridan's procedures for dealing with academic misconduct[9].

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[8] Adapted from Emily Carr University of Art + Design. (2012). Responsible Conduct of Research: Integrity and Scholarship Procedures. Retrieved from: https://www.ecuad.ca/assets/pdf-attachments/5.1.1-Responsible-Conduct-of-Research-Integrity-and-Scholarship-Procedures.pdf

[9] Adapted from Humber College (2022). Integrity in Research and Scholarship Policy. Retrieved from: https://humber.ca/legal-and-risk-management/policies/academic/integrity-in-Research-and-scholarship-policy.html

Sheridan will respond to Allegations of breaches of Research Integrity in a timely, impartial, and fair manner, maintaining appropriate confidentiality during the inquiry and investigation stages.

4.6. Responsible Executive

The Office of the Provost and Vice President Academic will interpret and apply the policy and has the responsibility to draft and approve any associated procedures.

5. Related Documentation (Procedures/Additional Policies/Forms)

[Academic Integrity Policy](#)
[Academic Integrity Procedure](#)
[Commercialization Policy](#)
[Conflict of Interest Policy](#)
[Free Speech Policy](#)
[Guidelines for Generative Artificial Intelligence Use in Research](#)
[Intellectual Property Policy](#)
[Policy on Ethical Conduct for Research Involving Human Participants](#)
[Procedure For Addressing Allegations of Breaches of Research Integrity](#)
[Student Code of Conduct](#)
[Research Data Management](#)
[Tri-Agency Framework: Responsible Conduct of Research (2021)](#)