

Research Integrity - Policies and Procedures

In keeping with the Franciscan value of reverence for the dignity of each person, Madonna University promotes the ethical conduct of research. The University adheres to the policies of federal agencies regarding funded research and Public Health Services Policy 42 CFR Part 93 and, consequently, requires the faculty, staff, and students to observe the following policies and procedures for training on research integrity, human subjects review, and the investigation and resolution of allegations of research misconduct. The purpose of these policies is to promote the highest standard of academic and research integrity at the University.

Policy Requiring Faculty Research Integrity Training

Basic tenets of conducting research in American higher education include (1) observing appropriate ethical standards and (2) protecting human subjects. To these ends, the University requires that all research methods courses include standardized instruction on basic research integrity. Faculty members who teach or advise research are required to complete the Madonna University Research Integrity Training online course prior to teaching or advising students in the research process. The faculty member must submit the certificate of successful completion of the training to the Center for Research and the Office of the Provost and Vice President for Academic Administration for the faculty member's personnel file.

Human Subjects Review Policy

All research involving human subjects requires that the principle investigator (student, faculty member, or staff) submit an application for human subjects review to the Madonna University Institutional Review Board (IRB). Failure to submit a research project to the IRB is considered a serious infraction and will result in sanctions.

Additional information about the IRB can be found in the Full-Time Faculty Handbook (sections 1.8.2.6 and 5.2.4.4).

Research Misconduct

Definition of Terms: Consistent with the federal policy, research misconduct applies to all research activities (i.e., basic, applied, or demonstration research) undertaken by the faculty, staff, and/or students of Madonna University.

1. **Research Misconduct:** "Research misconduct" is defined as fabrication, falsification, or plagiarism in proposing, performing, publishing, or reviewing research; misreporting research results; failing to disclose a potential conflict of interest that compromises the objectivity of the researcher; or other breach of research integrity standards as defined by the public Health Services Policy.
 - "Fabrication" is making up data or results and recording or reporting them.
 - "Falsification" is manipulating research materials, equipment, or processes, or changing or omitting data or results so that the research is not accurately represented in the research record.

- “Plagiarism” is the appropriation or misrepresentation of another person's ideas or work without giving appropriate credit.
- “Conflict of interest” consists of a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity.

Research misconduct does not apply to honest error or differences of opinion.

2. **Inquiry:** “Inquiry” is an initial information gathering and fact finding assessment to determine whether an allegation of research misconduct has substance and warrants an investigation.
3. **Investigation:** “Investigation” is the formal development of a factual record and the examination of the facts to determine if misconduct has occurred. If misconduct is confirmed, the seriousness of the offense is determined and a recommendation of further action is made.

Research Integrity Officer (RIO): The Madonna University Director of the Center for Research (DCFR) will serve as the Research Integrity Officer (RIO) and assume the primary responsibility for receiving and acting on all cases regarding an allegation of research misconduct.

The responsibilities of the DCFR/RIO include:

- Acting as contact person for all parties concerned in the allegation of research misconduct
- Collecting the written and signed statement of allegation of research misconduct
- Maintaining records of all research misconduct complaints
- Determining if an allegation warrants further investigation
- Initiating formation of the Academic Integrity Committee
- Serving as chair and non-voting ex-officio member of the Academic Integrity Committee
- Disseminating information regarding Madonna University’s research misconduct policy and procedures
- Consulting, as needed, with the Provost and Vice President for Academic Administration (PVPAA)

Academic Integrity Committee: An ad hoc committee shall be formed for the purpose of gathering data and investigating allegations of research misconduct when the DCFR/RIO deems that the allegation merits further investigation. Appointed by the DCFR/RIO, the committee will be comprised of three members. At least one committee member shall be a member from the college/school/office in which the research misconduct is being investigated. The DCFR/RIO shall be a non-voting, ex-officio member.

Procedures Regarding Research Misconduct: The response to an allegation of research misconduct will consist of the following stages:

1. **Allegation Stage:** The complainant contacts the DCFR/RIO with a completed and signed "Report of Possible Research Misconduct" form (available on the Center for Research website). The DCFR/RIO responds to the complainant explaining the review process and time frame.

2. **Inquiry Stage:** The DCFR/RIO assesses whether the allegation is substantive and merits investigation. If the allegation warrants investigation, the DCFR/RIO informs the complainant and the individual accused of research misconduct (respondent). The Inquiry Stage shall be completed within 60 days of the complaint unless circumstances warrant a longer period. This may be delayed if relevant individuals are off contract or out of town.
3. **Investigation Stage:** If the DCFR/RIO determines that the complaint has merit, the DCFR/RIO forms an ad hoc Academic Integrity Committee (AIC) to create a factual record of the case and determine whether misconduct has been committed and the seriousness of the misconduct. The respondent is asked to submit supporting documentation and other evidence and has the right to address the AIC in person. If the AIC recommends a finding of research misconduct, it also makes a recommendation for an appropriate resolution, action, and/or sanction. If the AIC determines that research misconduct has not been committed, the respondent is informed and the case is closed. The Investigation Stage shall be completed within 90 days from the Inquiry stage unless circumstances clearly warrant a longer period. This may be delayed if relevant individuals are off contract or out of town. If there is a delay, the AIC shall prepare a progress report, identifying the reasons for the delay and requesting a time extension from the DCFR/RIO.
4. **Post-Investigation Stage/Case Resolution:** The recommendations from the AIC are reviewed by the DCFR/RIO, Chair of the Institutional Review Board, and Provost and Vice President for Academic Administration. This group determines the appropriate corrective action to resolve the case.

Possible Sanctions: In most cases, a letter of reprimand from the DCFR/RIO, copied to the PVPAA or other appropriate vice president and added to the individual's personnel file. In more serious cases such as those that affect the University's reputation or financial condition and/or harm human subjects, other sanctions may be warranted.

Sanctions will correspond to the seriousness of the misconduct:

- Letter of reprimand added to the respondent's personnel file and reviewed during performance review.
- Denial of teaching privileges in research courses (If this compromises the respondent's ability to complete the required teaching load, this may result in dismissal.)
- Disruption of the faculty contract cycle and issuance of a one-year contract
- Dismissal (reserved for serious and/or repeated offenses)

Appeal: The respondent may appeal the AIC's finding of research misconduct to the PVPAA, with a written notice of appeal submitted within 30 days of the official notification from the DCFR/RIO. The appeal decision by the PVPAA is final.

A more detailed description of the steps involved in the procedures for responding to allegations of research misconduct is available on the Center for Research website.

Madonna University
Report of Possible Research Misconduct

DATE SUBMITTED:

1. YOUR INFORMATION

Name	Department
Street Address	City, State, Zip
E-mail	FAX
Work Phone	Mobile phone

2. RESEARCHER INFORMATION

Name	Department
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3. TITLE OF RESEARCH PROJECT OR SUBJECT NATURE

4. DATE OF INCIDENT

5. PLACE OF INCIDENT

6. WITNESSES, IF ANY (ATTACH PAGE FOR ADDITIONAL NAMES)

Name	Phone Number	E-mail
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7. DESCRIBE IN DETAIL THE ALLEGED INCIDENCE OF MISCONDUCT:

SIGNATURE

DATE

Send this report to:
Director of the Center for Research
Madonna University
36600 Schoolcraft Rd.
Livonia, MI 48150-1173