	Company: CHM Alliance Pty Ltd	Issue date: 19 September 2017
	Document: AEC Principles for Responsible Research.doc	Authorised: Quality Manager
	CHM Alliance Pty Ltd Animal Ethics Committee Principles for Responsible Research	

This document has been prepared to assist in the promotion and maintenance of responsible and ethical behaviour in research in line with the Australian Code for the Responsible Conduct of Research 2007 and the Australian code for the care and use of animals for scientific purposes, 8th Edition 2013.

Good governance and management practices promote quality in research, enhance the reputation of the organisation and minimise the risk of harm for all involved.

Project proposal assessment checks for animal welfare, project quality, safety, confidentiality, risk management, financial management, ethical acceptability, legal compliance and collaborative agreements.

The established AEC Policy for Grievance Procedures is the mechanism for addressing any issues related to identified research misconduct or complaints.

Regular monitoring of compliance with Principles for Responsible Research is conducted.


Staff are trained and mentored as appropriate and research environments comply with workplace health and safety standards.

Responsibilities of Researchers

- Respect animals in research
- Maintain high standards of responsible research
- Report research responsibly
- Respect the environment
- Report research misconduct
- Disclose any conflicts of interest
- Maintain confidentiality

Responsibilities of CHM Alliance Pty Ltd

- Standards in valid and accurate research and appropriate attribution are established and communicated.
- Retain research data and primary materials for at least 5 years from the date of publication and dispose of such materials in accordance with the Code for the Responsible Conduct of Research.
- Provide secure research data storage and record keeping facilities.
- Identify ownership and ensure security and confidentiality of research data and primary materials.
- Standards are set for supervision, mentorship, induction and training of research trainees and researchers.

	Company: CHM Alliance Pty Ltd	Issue date: 19 September 2017
	Document: AEC Principles for Responsible Research.doc	Authorised: Quality Manager
	CHM Alliance Pty Ltd Animal Ethics Committee Principles for Responsible Research	

Publication and Dissemination of Research Findings


- Promote responsible publication and dissemination of research finding while protecting confidentiality and managing intellectual property when required.
- Support accurate communication of research findings as appropriate and in accordance with project proposal details.
- Sight the contribution of other investigators fully and accurately.
- Disclose research support accurately

Authorship

Attribution of authorship is based on substantial contributions to conception and design of the project, analysis and interpretation of research data and drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

Collaborative Research across Institutions

- Establish written agreements for each collaboration, including integrity, honesty, a commitment to excellence, intellectual property, confidentiality and copyright, sharing commercial returns, responsibility for ethics and safety clearances and reporting to appropriate agencies. It should address the protocols to be followed by the partners when disseminating the research outcomes and the management of primary research materials and research data. The agreement may take various forms, but must include an approved project proposal presented to the CHM Alliance Pty Ltd Animal Ethics Committee.
- Training of researchers must be conducted to ensure that all involved are aware of and understand the agreement governing the research collaboration.
- Conflicts of interest that arise in collaborative research must be managed following established practices.
- Collaborating parties must each identify a person to be involved in the management of research data, primary materials and other items to be retained at the end of the project.
- Researchers must comply with multi institutional agreements and declare any conflicts of interest.
- Any complaints and allegations arising from collaborative research are handled by the CHM Alliance Pty Ltd senior officer or delegate and the established grievance procedure and principles of procedural fairness are followed.

	Company: CHM Alliance Pty Ltd	Issue date: 19 September 2017
	Document: AEC Principles for Responsible Research.doc	Authorised: Quality Manager
	CHM Alliance Pty Ltd Animal Ethics Committee Principles for Responsible Research	

Misconduct of Research

- Each case of identified or alleged misconduct will be investigated promptly
- Parties are to be treated fairly
- Minor matters will be investigated by the organisation
- More serious matters will be investigated by a skilled and experienced independent research review person with advice provided to the CHM Alliance Pty Ltd senior officer and/or CEO of institution/s involved