INSTITUTO
GULBENKIAN
DE CIÊNCIA

Code of Conduct for Researchers

(Revision January 2023)

The Gulbenkian Institute of Science (IGC) is committed to the highest standards of research ethics in an environment that guarantees the well-being of all its members.

The code of conduct defined here provides such a framework to promote collaborative research in a healthy environment safeguarding IGC's identity. It is largely based on the Code of Conduct for the Prevention and Fight against Harassment in the Workplace, and on the European Charter for Researchers, to which the IGC adheres. The guidelines of the code of conduct of IGC are in strict obedience to the principles of non-discrimination, gender balance and participation defined in these reference documents.

This code of conduct is applicable to all IGC researchers, irrespective of career stage, nature of appointment or employment, who are involved in conceiving, executing, supervising and mentoring, managing, and communicating in any way, their research activities. In this Code, the term *researchers* encompasses all individuals contributing to the development of scientific research within the institute both in research labs and in scientific support units. All other staff is guided by the Code of Conduct Employees of the Calouste Gulbenkian Foundation and the Code of Conduct for the Prevention and Fight against Harassment in the Workplace.

This document is provided to every new member joining the IGC from whom acknowledgement of its reception, reading and acceptance of its principles will be required.

Once printed, this is no longer a controlled copy.

Conceiving

Freedom

Researchers must be ensured freedom of thought and expression, and freedom to undertake their work, following [established ethical principles and practices](). However, such freedom must recognise limitations that arise from particular research circumstances related to supervision and management or financial limitations resulting from funding and the available infrastructure.

Responsibility

Researchers must seek all necessary approvals before starting their research or accessing the resources provided, in line with the regulations and practices governing their research environment and funding bodies. Researchers are accountable to the institute, to the funding agencies and of course on ethical grounds to society. Researchers funded by public sources are expected to use funds efficiently, in a transparent and efficient manner and to cooperate promptly with auditing processes initiated by the institute or funding agencies.

Executing

Good Practice

Researchers must:

- Aim to carry out research with social relevance;
- Adopt safe working practices, concerning health and safety, in line with applicable legislation and the [regulations implemented at the IGC]();
- Communicate any changes in the timing, content or termination date of a research project to the supervisor and the relevant funding agency through the IGC Project Management Unit;
- Avoid plagiarism of any kind and respect shared data ownership when such data are part of a collaboration;
- Abide to all FCG/ IGC policies in place namely but not limited to the:
    i. Intellectual property policy;
    ii. [Data management policy]();
    iii. [Personal Data Protection Policy]()
    iv. [Policy for prevention of sexual exploitation and abuse]();
    v. [Code of conduct for the prevention and fight against harassment in the workplace;]()
    vi. [Code of conduct for the employees of the Calouste Gulbenkian Foundation]().

- Ensure an appropriately planned and executed system for data collection, recording and storage that guarantees external access and easy external review in the context of an inquiry in accordance with the IGC [data management policy](#);
- Guarantee that research plans and activities are not conceived and/or executed in secret as they must be fully understood by the responsible PI and, if applicable, approved by the IGC Innovation Unit and the Animal Welfare Body (ORBEA).

Handling of common infrastructure

IGC has a policy of shared instrumentation and equipment, some within the control of facilities, some freely accessible. Researchers at all levels are expected to use these shared resources optimally so that each member has equal opportunity of access. Researchers are required to make sure that their use of instrumentation safeguards its proper functioning and does not perturb its operation or access by other IGC members.

Animal welfare

Research that involves animal handling and experimentation should follow [established procedures at IGC](#) and international best practices towards minimizing animal use and potential suffering, through the adoption of the 3R principle (Replacement, Reduction and Refinement) in experimental design and under the guidance, analyses and permissions of the Animal Welfare Body (ORBEA; orbea@igc.gulbenkian.pt).

Personal Data – Clinical Research

Research that involves human participants, human samples and/or personal health data should follow [established guidelines at IGC for the conduct of clinical studies](#), in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council - General Data Protection Regulation (GDPR) – and other applicable legislation on privacy and data protection.

Supervising

Researchers in their training phase should:
- Seek to establish a structured and regular relationship with their supervisor(s);
- Work in accordance with agreed objectives, schedules, milestones and research outputs;

- Keep up-to-date records of all experimental procedures and results in IGC electronic lab books;
- Obtain feedback by means of lab meetings, individual meetings with the supervisor, reports and seminars.

The supervisors must:

- Establish a mutually respectful relationship, set regular meetings and define reasonable schedules, milestones, objectives and research outputs;
- Ensure safe operations in their lab, making sure that all members have the appropriate training and approval for the experiments performed and designing experiments that minimise health and safety risks;
- Be available for interaction with lab members for advice and guidance;
- Take responsibility for the scientific quality of the work performed in the lab and likewise its accurate description in publications;
- Store safely all data relevant to their publications for potential re-evaluation;
- Ensure own expertise and commitment is provided to the student, as well as obedience to the principles stated above, when delegating supervision duties in other colleagues;
- Undertake every effort to guarantee the timely publication of the generated knowledge in peer-reviewed scientific journals.

Recognition, publishing and authorship

Senior investigators should develop strategies, practices and procedures to recognise and list and/or quote, all contributors, including those at the beginning of their research careers, of papers, patents, etc, or to publish their own research results independently from their supervisor.

The senior author of any scientific publication is responsible for the appropriate and proportional recognition of all scientific contributions to the work. No authorship should be attributed to scientists that have negligible intellectual or irrelevant data collection contributions to the data and have their involvement limited to their contribution of previously published materials, funds, etc. Every author is expected to be able to present and discuss their contribution in detail and the generality of the publication contents.

The senior author is responsible for obtaining the agreement of all co-authors regarding the authorship attribution and the contents of the publication.

Contributions from funding agencies, scientific support units and services or individuals, notably technical staff that do not fit the authorship criteria, should be mentioned in the acknowledgement section of the publication, namely IGC scientific support units according to the General Terms of Use.

Every effort should be made by the authors to make published work accessible to the widest possible interested audience, namely through the adoption of the principles of "Open Science" and depositing manuscripts and papers in open archives.

Regardless of the above-mentioned obligations, any holder of any scientific invention and/or author of any publication developed within the IGC shall be aware and, when applicable, comply with the provisions established in the FCG/IGC Intellectual Property Policy.

Mobility and visibility

Supervisors, must recognize the value, and support whenever possible, geographical, inter- sectorial, inter-disciplinary and virtual mobility, including the regular participation in scientific meetings, workshops and other education and training fora, as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career.

Managing

Recruiting

Recruitment procedures at the IGC must be transparent, open, and efficient, guided by the best international practices. To this end, and amongst other practices that may be implemented to apply these principles, the IGC will:

- Ensure diversity and balance within the selection panels in gender, expertise, competences, age, nationality and job position;
- Take into consideration the whole range of experience of the candidates, focusing on their overall potential as researchers, considering their creativity and level of independence;
- Judge candidates merit qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path, not only on the number of publications;
- Not penalize by default career breaks or variations in the chronological order of CVs;
- Promote the diversity of selection practices by using external expert assessment and face-to-face interviews;
- Inform the candidates about the recruitment process and the selection criteria, before the selection;
- Inform the candidates about the working conditions that will be offered as required throughout the process.

Evaluating

Principal researcher evaluation procedures at the IGC must be regular, transparent, open and efficient, guided by the best international practices. To this end, and among other practices that may be implemented to apply these principles, the IGC will:

- Ensure diversity and balance within the evaluation panels in gender, expertise, competences, age, nationality and job position;
- Promote the diversity of evaluation practices by using external expert assessment, including the Scientific Advisory Board, and face-to-face interviews;
- Inform the candidates about the evaluation process and criteria in a timely manner;
- Inform the candidates about the possible outcomes and consequences of the evaluation process.

Intellectual property

The IGC should ensure that researchers benefit from the exploitation (if any) of their R&D results by providing relevant legal protection of Intellectual Property Rights, including copyrights.

Policies and practices should make clear what rights belong to researchers and/or to their employers or other involved parties. This includes external commercial or industrial organizations when there are specific collaboration or other types of agreement.

Transparency

Knowledge and technology developed at the IGC aims primarily to benefit the public interest, which should always take precedence when considering sharing or transfer to private entities. This is secured through transparent written agreements between parties.

Resolution of conflicts

Any person may report any situation they consider to be misconduct in accordance with the procedures established or to be established by FCG / IGC through the Ombudsperson Office, other applicable committees and through the reporting channel available on the [Calouste Gulbenkian Foundation website](#).

Links to these outlets are provided at the end of this document.

Communicating

Data sharing

Non-commercial materials used in a publication should be shared with the scientific community to advance further scientific knowledge and assist reproduction of the published work. All data produced should be deposited in the appropriate public databases, whenever possible, including raw data as well as relevant computer code. Data (notebooks and electronic records) and relevant biological samples pertaining to a publication must be retained for a period of no less than five years and for a maximum of 10 years, as per the GDPR and the law 58/2019.

Social relevance and dissemination

Making research findings publicly known through research publications, review articles, books, meeting abstracts and other forms of scientific communication of high standard is a scientist's duty. The communication of scientific results with the broader community through media such as newspapers, television and radio, and social media, or other emerging outlets of communication is of paramount importance. Participation in mass dissemination outlets it is critical to ensure scientific accuracy and to avoid misinterpretations, unfounded expectations from the public, misuse of scientific facts and the creation and spreading of false "scientific" information. Information to be disseminated should, in principle, have been peer-reviewed.

Teaching

Teaching is an important element of a researcher's career path and IGC promotes the participation of its members in teaching activities. However, the teaching responsibilities should not be so heavy as to limit researchers from exercising their research activities, particularly early in their careers.

Contribution of IGC members to teaching activities should be fairly taken into account in any evaluation process carried out by the Institute.

Resources

Animal Welfare Officer: rlmarques@igc.gulbenkian.pt

Biosafety Team: safetyteam@igc.gulbenkian.pt

Human Resources Office: srh@gulbenkian.pt

Fairness Advocate (Ombudsperson) Office: ombudsoffice@igc.gulbenkian.pt