

## Code of Conduct for Researchers

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 identity. It is largely based on the [Code of conduct of the Fundação Calouste Gulbenkian](#) 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 personnel, irrespective of career stage, nature of appointment or employment, who are involved in conceiving, executing, supervising, mentoring, communicating or managing, in any way, its research activities.

**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.**

## 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 and in a transparent manner and 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;
- avoid plagiarism of any kind and respect intellectual property and shared data ownership when such data are part of a collaboration;
- be familiar with and obey the requirements regarding data protection and confidentiality safeguards defined in the IGC Personal Data Protection Policy and within the proceedings defined by the FCG Privacy Committee and the IGC Ethics Committee, in particular by carrying out an assessment of the impact of the envisaged processing operations on the protection of personal data (if applicable);
- 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;
- 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 appropriate internal channels such as the “Technology Transfer Office” and/or the “Ethics Committee”;

### **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 and best international 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 IGC Ethics Committee.

## **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;
- 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 expertise and commitment are provided to the student, as well as obedience to the principles stated above, when delegating in other colleagues supervision duties;
- 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 the contribution of previously published materials, funds, etc. Every author is expected to be able to present and discuss his/her 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, technical platforms and services or individuals, notably technical staff that do not fit the authorship criteria, should be mentioned in the acknowledgement section of the publication.

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 forums, 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 and competences;
- 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 and competences;
- 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 he/she considers to be misconduct in accordance with the procedures established or to be established by FCG / IGC through the Ombudsperson Office and other applicable committees.

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.

### **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. To participate 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

The Ethics Committee: [ethicscommittee@igc.gulbenkian.pt](mailto:ethicscommittee@igc.gulbenkian.pt)

The Biosafety Office: [tcarneir@igc.gulbenkian.pt](mailto:tcarneir@igc.gulbenkian.pt)

Financial Officer/Deputy Director Office: [mschmidt@igc.gulbenkian.pt](mailto:mschmidt@igc.gulbenkian.pt)

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

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