

Responsible Conduct of Research Policy

Approving Authority: Chief Executive Officer

Approval Date: 26 October 2021

Version: 1.0

1. Purpose

The [Australian Code for the Responsible Conduct of Research, 2018](#) (Australian Code 2018) describes the core behaviours that characterise the responsible conduct of research. This policy aligns with the Australian Code 2018 and describes Cancer Council Victoria's (CCV) commitment to responsible and ethical research practice.

2. Scope and Application

This *Responsible Conduct of Research Policy* applies to any person or organisation conducting research under the auspices of CCV, including staff members, students, honorary appointments, visiting appointments and contractors.

2.1. Meaning of 'Research'

This Policy is based on the same meaning of 'research' as adopted by the Australian Code 2018:

The concept of research is broad and includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.

2.2. Meaning of 'under the auspices of CCV'

Research under the auspices of CCV has a broad scope. It includes funded and unfunded research, research that has no need of ethics approval, and research conducted by CCV research and professional staff, honorary and visiting researchers.

If any of the questions below are answered 'yes', a researcher should be considered to be conducting work under the auspices of CCV, so is subject to the standards and responsibilities described in this document:

- Will the research activity or output be claimed for internal or external purposes through CCV?
- Will the work be identified (for example, to potential participants, sites and in any output) as being CCV research?
- Are there any contracts or agreements associated with the work that will describe it as being under the auspices of CCV?
- Are there any invoices or other payments associated with the work that will describe it as being under the auspices of CCV?
- Is the work covered by CCV's insurance or indemnity?

3. Policy Statement

CCV is committed to the highest standard of integrity in research. CCV adheres to and supports the Principles of Responsible Research Conduct described in the Australian Code 2018 and complies with the **Responsibilities of Institutions** described in the Australian Code. CCV researchers must comply with the **Responsibilities of Researchers** described in the Australian Code (2018). Further details of how CCV has implemented the Australian Code (2018) can be found in CCV policies listed under section 9 of this policy.

4. Responsibilities

4.1. Observance of the policy

Researchers and support staff must familiarise themselves with the [Australian Code for the Responsible Conduct of Research](#) (2018) and research integrity resources produced by CCV.

4.2. Cross-institutional research

When collaborating in cross-institutional research, CCV researchers must adhere to this policy.

4.3. Research Integrity Advisors

CCV has appointed experienced researchers to act as Research Integrity Advisors (RIAs). The primary role of RIAs is to be a source of collegiate advice on research integrity matters.

4.4. Investigating Breaches

CCV has also appointed staff to various positions identified by the [Guide to Managing and Investigating Potential Breaches of the Code](#), 2018 (the Investigation Guide). These positions are described in CCV's [Investigation protocol in relation to potential breaches of the Australian Code \(2018\)](#).

5. Compliance

Any person conducting research under the auspices of CCV must comply with the **Responsibilities of Researchers** described in the Australian Code (2018).

5.1. Breaches of the Australia Code 2018

Any alleged breach of the Australian Code 2018 or other complaint about research integrity will be considered as per the procedure described in CCV's [Investigation protocol in relation to potential breaches of the Australian Code \(2018\)](#). This is CCV's implementation of the [Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research](#), 2018, modified for conformity to CCV's Collective Agreement 2006.

6. Policy Owner

The Head of Research Governance and Optimal Care is responsible for this policy.

7. Scheduled Review Date

This policy is to be reviewed within 2 years from date of approval.

8. Related Documents

8.1. Related external codes and guidelines

[National Statement on Ethical Conduct in Human Research \(2007 updated 2018\)](#)

[Australian Code for the Responsible Conduct of Research \(2018\)](#)
[Australian Code for the Responsible Conduct of Research \(2018\) Guidance to Support the Code](#)
[Australian Code for the Care and Use of Animals for Scientific Purposes 8th edition \(2013\)](#)
[Ethical Conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders \(2018\)](#)
[Statement on Consumer and Community Involvement in Health and Medical Research](#)
[Conflict of Interest guidance for organisations](#)
[Australian Clinical Trial Handbook](#)
[National Clinical Trials Governance Framework](#)

8.2. Related legislation

[Corporations Act \(Australia\) 2001](#)
[Health Records Act \(Victoria\) 2001](#)
[Privacy Act \(Australia\) 1988](#)
[Privacy Amendment \(Enhancing Privacy Protection\) Act \(Australia\) 2012](#)
[Privacy and Data Protection Act \(Victoria\) 2014](#)
[Public Interest Disclosures Act \(Victoria\) 2012](#)

8.3. CCV Internal policies and documents

Behaviour and Conduct Policy
Human Research Ethics Policy
[Investigation protocol in relation to potential breaches of the Australian Code \(2018\).](#)
Whistleblower Policy

Note

This policy is based on Griffith University's Responsible Conduct of Research Policy.