



Responsible Conduct of Research (Staff) Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Responsible Conduct of Research Policy](#)

[Academic, Professional and General Staff Enterprise Agreement 2017-2021](#)

[The Australian Code for the Responsible Conduct of Research](#)

Strategic Plan theme: [Research and Innovation](#)

2. PROCEDURAL DETAILS

2.1. These procedures are based on and will be read in conjunction with The Australian Code for the Responsible Conduct of Research (**The Code**) and the Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research (the **Investigation Guide**) and the Academic, Professional and General Staff Enterprise Agreement 2017-2021 (the **Enterprise Agreement**).

2.2. Concerns about research conduct

2.2.1. Anyone who has a concern about the conduct of research will, within a timely manner, discuss their concern with their line manager.

2.2.2. If the staff member believes that a line manager has a conflict of interest they will discuss the concern with a Research Integrity Adviser or the Manager, Research Integrity.

2.3. Lodging a complaint

2.3.1. Complaints about the conduct of research will be lodged online via the Complaints Portal and in accordance with the Complaints Procedure.

2.4. Managing complaints

2.4.1. Complaints about the conduct of research will be processed and investigated in accordance with the Complaints Procedure, the process described in the Code and Investigation Guide, and where relevant the Enterprise Agreement.

a. An investigation conducted under The Code and Investigation Guide constitutes an investigation under the Enterprise Agreement.

2.5. Reporting complaints to external parties

2.5.1. Where applicable, the Manager of Research Integrity will report to regulatory bodies and other agencies, including but not limited to the National Health and Medical Research Council, The Australian Research Council and the US Office of Research Integrity, in accordance with their policies.

2.6. Correction of the research record

2.6.1. Actions may be undertaken by the University to correct the research record and inform relevant parties of any outcomes pertaining to the complaint.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1. RESEARCH INTEGRITY ADVISER

3.1.1. Advise on the process for those making, or considering making allegations.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, adjuncts, and associates in any location or campus, whether in or outside of Australia.

These procedures do not apply to misconduct by students (refer to *Statue 10 – Student Discipline*).

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

The Code

The Code refers to the Australian Code for the Responsible Conduct of Research and all associated Guides.

Curtin University Academic, Professional and General Staff Enterprise Agreement

This refers to Curtin University Academic, Professional and General Staff Enterprise Agreement 2017-2021 as amended or replaced from time to time.

6. RELATED DOCUMENTS/LINKS/FORMS

[Research Management Policy](#)

[Complaints Procedure](#)

[Responsible Conduct of Research Policy](#)

[Australian Code for the Responsible Conduct of Research](#)

[Guide to Managing and Investigating Potential Breaches of the Australian Code for Responsible Conduct of Research](#)

[Academic, Professional and General Staff Enterprise Agreement 2017-2021](#)

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Policy Manager	Deputy Vice-Chancellor, Research
Approval Authority	Deputy Vice-Chancellor, Research
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	25/07/2016	Deputy Vice-Chancellor, Research	EM1630	Unconditional
	Approved	11/12/2020	Deputy Vice-Chancellor, Research	EM2087	Includes name change