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# Good Research Practice Policy

## Rolespecific summaries

Staff and Students:

All staff and students must ensure that:

- x their research output is recorded to the standard detailed in the section “

GRP Supervisors:

GRP supervisor(s) designated individual who

- x leading culture of research integrity and good research practice within the institution
- x setting standards or the quality of research conducted and the reputation of the scientific community
- x using a variety of methods and approaches to research

## Competence

*Associated document: Staff training and development – policy and procedures*

All researchers at the Royal Veterinary College (RVC) must be able to demonstrate competence in their

Project leaders are responsible for ensuring that this standard of record keeping is maintained. They accept responsibility

- x The pages are numbered and none should be removed. The numbered pages each have space for the date, which should always be used, and for signatures, for use when the data are reviewed.
- 7. If an alternative form of notebook is used, for example for short projects, the above elements should be incorporated so far as is reasonable.

2) Supplementary physical data files

Other stores of physical data could take a variety of forms. This could include additional notebooks, ring binders or stores of loose leaf documents. They could also vary in scope. Many will cover the work of individuals or research groups. Some, however, might be used by whole departments or even the entire College. In all cases, they should be assessed as fit for purpose by the project leader or Head of Department as appropriate. Any physical data file should maintain the principles that the information is clear, accurate and traceable. To meet this need, documents should be uniquely identified. Sequential labelling is recommended as these clearly identify any gaps in the record.

3) Electronic data

Electronic data should be stored in a secure and accessible format. It should be backed up regularly and stored in a secure location. The data should be clearly identified and labelled. It should be stored in a format that is easy to access and use. It should be stored in a format that is easy to access and use. It should be stored in a format that is easy to access and use.

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Research samples often require more comprehensive labelling. The level of detail and methods recording will be determined by the project leader. This determination should consider all experimental and statutory requirements. Often unique identifiers should be used to unambiguously identify the sample.

In cases where the storage or handling of samples or reagents has specific requirements, these should be clearly recorded. If there i



Researchers should record which protocol or standard operating procedure they used, including the version number, and any deviations from it. This could be done by reference or by retention of a copy of the protocol or standard operating procedure.

## Publication of research data

*Associated documents: Publications policy (GRP policy 09)*

*Policy and procedure for dealing with allegations of research misconduct*

The VPR is responsible for setting standards and policies for the publication of research data. This includes requiring t



