Collaborative Research Policy

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<tr>
<th>Responsible Officer</th>
<th>Deputy Vice-Chancellor (Research)</th>
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<td>Approved and commenced</td>
<td>July 2016</td>
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<td>Review by</td>
<td>July 2019</td>
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<td>Relevant Legislation, Ordinance, Rule and/or Governance Level Principle</td>
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<td>Ordinance 18 – Intellectual Property</td>
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<td>Governance Level Principle 3-Consultancies</td>
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<td>Governance Level Principle 12 – Academic Standards</td>
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<td>Responsible Organisational Unit</td>
<td>Office of Research Services</td>
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1 Objective

The objective of the Collaborative Research Policy is to establish a framework to support the conduct of collaborative research projects involving the University of Tasmania and at least one external party.

The purpose of this Policy is to clearly articulate the University of Tasmania’s expectations regarding collaborative research agreements to ensure compliance with the Australian Code for the Responsible Conduct of Research and encourage best practice in research management. Section 8 of the Australian Code for the Responsible Conduct of Research encourages organisations involved in joint research projects to ensure that agreements regarding the management of the research are in place with the all research partners.

2 Scope

This policy applies to all staff, students, visiting fellows and scholars, and persons holding discretionary titles of the University of Tasmania, who are involved in the conduct of research associated with the University.

3 Policy Provisions

3.1 Collaborative Agreements

Where the University is involved in any collaborative research project, collaborating researchers must consider and make arrangements to manage the following issues prior to the commencement of the research project:

General considerations to give effect to research integrity principles:
- ethics approval and safety clearance
- authorship and publication
- management of research data and primary materials
- conflicts of interest
- confidentiality
- financial management and commercial returns
- reporting to appropriate agencies
- intellectual property and copyright

Project specific considerations:
- project risk
- project achievement criteria
- invoicing and payment
- assets and in-kind contributions
- involvement of students and any impact on publications
- consultancies
- any physical or infrastructure requirements.

The collaborative research agreement must be in writing, be signed in accordance with the Schedule of Delegations and acknowledge the University’s adherence to the Australian Code for the Responsible Conduct of Research.
Researchers must be aware of, and comply with, all policies and written agreements relating to the collaborative research project.

3.2 Sharing Commercial Returns

Where it is anticipated that the collaborative research project will result in commercial returns, the collaborative research agreement must detail how those returns will be distributed and must be consistent with the University’s revenue sharing arrangements as outlined in relevant policies including *Ordinance 18 – Intellectual Property and Consultancy Policy*.

3.3 Intellectual Property

Management of intellectual property, including copyright, must be consistent with *Ordinance 18 – Intellectual Property*.

3.4 Confidentiality

Researchers involved in collaborative research projects must comply with confidentiality requirements in accordance with relevant legislation, agreements, research ethics requirements, and other relevant professional standards.

The nature and scope of confidentiality requirements must be agreed upon by the collaborating researchers and included in the collaborative research agreement.

3.5 Management of Research Data

Researchers must ensure that collaborating institutions each identify a person to be involved in the management of research data, primary materials and other items to be retained at the end of the research project. Each collaborating institution will normally be responsible for the management of research data and primary materials within their institution.

Collaborating researchers affiliated with the University of Tasmania must manage research data and primary materials in a manner consistent with the *Management of Research Data Policy and Procedure*.

Where the collaborative research is clinical and or medical research, researchers must also ensure that research data is obtained, managed and disclosed in accordance with relevant privacy laws, ethics approvals, the *World Medical Association Declaration of Helsinki*. If the collaborative research is a clinical trial, researchers must also ensure that the research is compliant with *Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95)*, annotated with Therapeutic Goods Association comments.

Any arrangements for shared access to research materials and data must be negotiated prior to the commencement of the research project and must be included in the collaborative research agreement.
3.6 Ethics Approval and Safety Clearance

Ethics approval and safety clearances must be obtained prior to the commencement of the collaborative research project in accordance with the National Statement on Ethical Conduct in Human Research, the Australian Code for the care and use of animals for scientific purposes, legislation pertaining to Work Health and Safety, Research Ethics Policy and relevant University policy.

Where the primary researcher on a collaborative research project involving human participants or animals is affiliated with the University of Tasmania, ethical approval for the research project must be obtained from the Social Science Human Research Ethics Committee (HREC), the Health and Medical HREC, or the Animal Ethics Committee, as appropriate.

Where the primary researcher on a collaborative research project involving human participants or animals has ethics approval from another university, the researcher affiliated with the University of Tasmania must seek approval from the Social Science HREC, the Health and Medical HREC or the Animal Ethics Committee, as appropriate, in accordance with the relevant committee’s procedures.

All researchers affiliated with the University of Tasmania must comply with legislation and University policies related to Work Health and Safety.

3.7 Authorship

Authors affiliated with the University of Tasmania must comply with Authorship of Research Policy and Procedure.

Collaborating researchers should agree on authorship of a research output at an early stage in the collaborative research project and should review their decisions periodically.

3.8 Consultancies

All members of the University community are responsible for undertaking their consultancy activities in a manner which is consistent with relevant plans, policies and procedures.

3.9 Conflicts of Interest

Researchers involved in collaborative research projects must disclose and manage any actual or apparent conflicts of interest relating to any aspect of the collaborative research project in accordance with the Conflicts of Interest Policy.

3.10 Reporting to Appropriate Agencies

The collaborative research agreement must include details about how collaborating researchers will manage reporting requirements to appropriate agencies, including ethics and safety committees.
Where the primary researcher on a collaborative research project is affiliated with the University of Tasmania, the University of Tasmania will normally have primary reporting responsibilities.

Where the collaborative research project has required ethics approval and / or safety clearances from a committee of the University of Tasmania (refer to Section 3.6 above), the normal reporting requirements of that committee must be met.

4 Definitions and Acronyms

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<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>HREC</td>
<td>Human Research Ethics Committee</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<td>Primary Materials</td>
<td>Physical objects acquired through a process of scholarly investigation from which Research Data may be derived. Includes, but is not limited to, ore, biological material, questionnaires or recordings, artwork and photographs.</td>
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<tr>
<td>Research Data</td>
<td>Facts, observations, measurements or experiences on which an argument, theory or test is based. Research Data may be numerical, descriptive or visual. Research Data may be raw or analysed, experimental or observational. Includes laboratory notebooks, field notebooks, primary Research Data, questionnaires, audiotapes, videotapes, models, photographs, films, test responses, and any other records that are necessary for the reconstruction and evaluation of the reported results of research.</td>
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5 Supporting Documentation

- Authorship of Research Policy
- Authorship of Research Procedure
- Conflict of Interest Policy
- Consultancy Policy
- Delegations Policy and Schedules
- Gene Technology Policy
- Legal Compliance Policy and Legal Compliance Register
- Managing Allegations of Research Misconduct Procedure
- Management of Research Data Policy
- Management of Research Data Procedure
- Management of Research Funding Policy
- Radiation Safety Policy
- Records Management Policy
- Research Ethics Policy
- Responsible Conduct of Research Policy
- Freedom of Inquiry and the Responsibility to Publish Policy
- Australian Code for the Responsible Conduct of Research (National Health and Medical Research Council, Australian Research Council, Universities Australia,
6 Versioning

<table>
<thead>
<tr>
<th>Former Versions</th>
<th>Version 1 – Collaborative Research Policy; approved May, 2012; minor amendments approved September 2013.</th>
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