TEMPLATE FOR WRITING A RESEARCH INTEGRITY PROMOTION PLAN FOR RESEARCH FUNDING ORGANISATIONS

Preamble

This document provides a template for a Research Integrity Promotion Plan (RIPP) for _____ (Insert institution name). It outlines the various elements that will be included in our institution's RIPP and aims to provide support in structuring the writing process. This RIPP-template is designed to be used in close consultation with the SOPs4RI Implementation Guidelines, which can be found [here](). The template lists the six priority areas for developing a research integrity culture, as identified in the SOPs4RI project. For each area it gives an overview of the elements that will be discussed in this RIPP, giving a brief description of the expected RIPP content. An overview and description of the six areas can be found [here](). Additional areas can be added to this, for instance building on the topics described in the [European Code of Conduct for Research Integrity](). As noted in the Implementation Guidelines, some of the areas presented may be of bigger or smaller relevance to your local context. Please use this template flexibly, tailoring it to your organisation's needs. The template and implementation guidelines are designed to be applicable both to organisations that already have integrity policies in place and to organisations that are about to start on their integrity journey. In the former case, some parts of the template or implementation guidelines may be redundant.

Six areas for improving integrity

INTERNAL PROCEDURES

1.   Criteria and Processes for Assessing Grant Applications

<u>Example:</u> how to establish transparent and fair procedures for assessment, in line with methodological, ethical and research integrity standards.

Current state of affairs

Describe how this topic is currently being addressed, including the policies and procedures already in place and the extent to which they seem effective.

Areas in need of improvement

Describe which aspects related to this topic require further attention. Try to be as specific as possible, among others by identifying the organisational units involved as well as the cause or reason that triggered the requirement for further improvements.

Future plan

Describe how your organisation will address the aspects in need of further attention. Using the list below, specify in detail what the plan will look like, including what it aims to achieve (goal), what specific actions will be taken (action plan), who will be responsible for and involved in this endeavour (responsibilities and participants), specific milestones and deadlines (timeline), indicators or criteria used for evaluating the effectiveness of the change process (indicators and criteria), and tools from the SOPs4RI toolbox that might support the change process (potentially helpful tools).

o   *Goal*
o   *Action plan*
o   *Responsibilities and Participants*
o   *Timeline and milestones*
o   *Indicators and criteria for evaluation*
o   *Potentially helpful tools*

2.   Declaration of Interests

Example: how to establish transparent and fair procedures for assessment, in line with methodological, ethical and research integrity standards.

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## 3.	Monitoring Funded Grants

Example: how to establish policies and processes for transparently and responsibly monitoring funded grants, among others related to good publication and dissemination practices, open science principles, and project progress.

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4. Internal Breaches of Research Integrity

<u>Example:</u> how to establish procedures to deal with breaches of research integrity by funder staff or associates, including panel members and peer reviewers; how to establish a safe whistle-blowing channel.

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EXTERNAL EXPECTATIONS

5. Compliance with research integrity standards by applicants

Example: how to monitor and facilitate compliance with applicable research integrity standards by applicants; procedures and policies about how to deal with breaches of RI in funded projects.

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6.   Expectations for Research Performing Organisations

<u>Example:</u> how to facilitate research performing organisations in developing a RIPP; how to describe the expectations of the funder regarding such a document.

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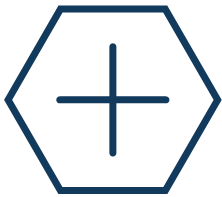
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ADDITIONAL AREAS

Please add any other areas of your organisations' policy and regulatory framework that you consider would support research integrity.

7.