Responsible Research Conduct Checklist

This checklist supports responsible research conduct throughout the research lifecycle. It should be completed with reference to the Australian Code for the Responsible Conduct of Research and UQ Responsible Research Management Framework Policy. Further information and resources are available on the UQ Research Integrity and UQ library Research and Publish websites.

1. Project Establishment

	Research Question and Design
	The research addresses a significant question to generate new or innovative knowledge.
	Methodology and design support repeatability, reproducibility, and replicability.
	Any use of Generative Artificial Intelligence (AI) tools has been assessed for compliance.
	A plan is in place to manage changes to the project.
	Research involving Aboriginal and Torres Strait Islander Peoples demonstrates respect, engagement, and tangible benefits.

	Team Readiness and Environment
	Research integrity and all other mandatory training have been completed.
	Skills and expertise have been assessed and gaps will be addressed.
	Resources (e.g., funding, space, facilities) are sufficient to support the project.
	A stakeholder engagement plan is in place, where relevant.

	Safety and Compliance
	Risks have been assessed and managed appropriately.
	All necessary approvals, permits, and endorsements have been obtained.
	Conflicts of interest have been identified and a management plan established.

	Agreements and Contracts
	Intellectual Property (IP) considerations have been reviewed and managed.
	Contracts and agreements are signed and implemented.
	Team agreements cover roles, responsibilities, supervision, mentoring and timeframes.
	Authorship and dissemination plans have been established and agreed upon.
	A communication plan is in place for internal and external stakeholders.

	Information, Data and Records
	A Data Management Plan has been created in UQ Research Data Manager.
	A research record has been established (inc. the research plan, approvals, agreements).

2. Conducting the Research

	Monitoring Progress
	Regular meetings evaluate progress, address challenges, and update stakeholders.
	All changes to the project are justified, agreed upon, and documented.
	Team conduct is monitored, with intervention as needed.
	Emerging knowledge or skill gaps are identified and addressed.
	Senior researchers provide mentorship on responsible research conduct.

	Compliance and Variations
	Variations to contracts or agreements are approved before implementation.
	Ethics and permit conditions are followed and changes approved before implementation.
	All reporting obligations, including for adverse events and deviations, are met on time.
	Authorship agreements are reviewed regularly, especially with team changes.
	Conflict of interest management plans are reviewed and followed.

	Information, Data and Records
	Research activities and changes are documented in the research record.
	Data is managed per the Data Management Plan, including security measures.
	Best practices are followed for data validation, verification, selection and analysis.

3. Finishing the Research and Ongoing Responsibilities

	Publishing and Dissemination
	Findings are disseminated responsibly, with conclusions justified by the evidence.
	Authorship follows UQ and publisher policies, and the agreed dissemination plan.
	Disclosures are included in research outputs (e.g., conflicts of interest, use of AI).
	Predatory publishers are identified and avoided.
	Outputs and/or data are made open access where possible or required.
	Outcomes are communicated to participants and stakeholders where relevant.
	Corrections to the research record are made promptly when needed.

	Compliance and Reporting
	All contractual and reporting obligations are fulfilled.
	Post-project impact tracking is planned, where applicable.
	Any transfer of data or materials outside UQ is supported by appropriate agreements.

	Information, Data and Records
	Data access is provided where appropriate, in line with approvals and agreements.
	Data and materials are archived, and destroyed, per the Data Management Plan.
	Surplus resources are stored, repurposed, or disposed of appropriately.

This checklist was informed by the UK Research Integrity Office Recommended Checklist for Researchers (2023)