



Institutional Integrity Policy (Misconduct in Science)

In pursuing its mission, and in the engagement of University employees in sponsored programs, the University attempts to promote and conform to the highest standards of ethical research and scholarly conduct. The Mount Mary University Institutional Integrity Policy appears below. The Chair of the Institutional Review Board (IRB) will oversee the process to ensure the integrity of research on campus.

For more information about the importance of research integrity, please visit the web site of the Office of Research Integrity (ORI), U.S. Department of Health and Human Services: <http://ori.dhhs.gov>.

Policy Statement

Research misconduct includes-without limitation-fabrication, falsification or plagiarism in proposing, performing or reviewing research or in reporting research results. All employees or individuals associated with Mount Mary University should report observed, suspected or apparent misconduct in research to the Vice President for Academic and Student Affairs.

Reason for Policy

In pursuing its mission, and in the engagement of University employees in sponsored programs, the University attempts to promote and conform to the highest standards of ethical research and scholarly conduct.

Procedures

In cases where scholarly misconduct is alleged to have occurred in work by or for Mount Mary University personnel, and for which governmental funding has been received in any form, the following steps shall be taken:

1. Allegations of scholarly misconduct or dishonesty shall be directed to the Chair of the IRB, who will make an initial, informal inquiry to ensure they are not frivolous and to ascertain whether they do in fact affect or involve governmentally funded personnel or projects.
2. If governmentally funded activities are involved, upon notification, the Development Office will contact the appropriate agencies as required in federal or state regulations,

and all steps to follow will be conducted in accordance with applicable regulations, superseding the steps outlined here.

3. The Chair of the IRB will pursue inquiry by forming a committee comprised of at least a Vice President-designated inquiry chair, two (2) tenured full professors in relevant disciplines from Mount Mary University, and one (1) tenured full professor from another research institution. The composition of the committee may be varied if the Chair of the IRB deems it necessary to ensure appropriate expertise and to avoid apparent or actual conflicts of interest.
4. Operating confidentially, the inquiry committee may require any records they deem necessary from the investigators accused of misconduct; may request that a procedure be repeated or demonstrated; and may recommend to the Chair of the IRB other necessary steps, including repetition of a procedure by an outside investigator. The committee's goals will be first, to determine whether misconduct occurred; second, to recommend further action or investigation to the Chair of the IRB; and third, to issue a written report.
5. In instances where clarifications of professional credit, repetition of poorly documented work or other steps may be acceptable to all parties as a way of removing the allegation, the inquiry committee may, under the Chair of the IRB's direction, act in a mediating role.
6. In the event misconduct in governmentally funded research appears to have occurred, the Chair of the IRB will recommend to the Vice President of Academic and Student Affairs appropriate action with respect to external sponsors; further investigation that may seem warranted, including steps toward criminal investigation if necessary; and disciplinary actions for the investigator.
7. *Timeline:* An inquiry will be completed within 60 days of receipt of an allegation of misconduct in governmentally supported research. If sufficient basis for investigation into possible scientific misconduct exists, that investigation will be initiated within 30 days of the inquiry report, and will be completed within 120 days.

All steps described herein will comply with guidelines from the U.S. Department of Health and Human Services (DHHS) as closely as possible. The University will act to prevent health hazards, to protect individuals and to safeguard federal funds and equipment. It will take steps to notify DHHS's Office of Research Integrity at each appropriate juncture, and will notify external sponsors within 24 hours of any indication of possible criminal violations.

8. Additional steps will be taken as necessary to meet procedural requirements of the federal or state funding agency, for it is the intention of Mount Mary University to

ensure full compliance with federal and related state regulations as well as to ensure scientific integrity.

9. *Confidentiality statement:* Throughout the above steps, the University will seek to protect and preserve the reputation and positions of those who have made allegations of misconduct in good faith, and also the reputations and positions of those who have been the object of allegations found to be false. Accusers and the accused will have appropriate opportunities to respond to findings. A good faith effort will be made to keep the procedures of inquiry and identities of those involved confidential.