UAB
Universitat Autònoma
de Barcelona

Code of Good Practice in Research

(Agreement of the Governing Council of 30 September 2020: Version (2) updated on February 20, 2025)

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Introduction

In accordance with its Statutes, the Universitat Autònoma de Barcelona (UAB) seeks to participate in the creation of scientific, technical and professional knowledge through research and the transfer of results to society, and to stimulate and nurture intellectual and artistic activity in all areas of culture and knowledge, in a spirit of constant concern with quality and excellence.

In carrying out its activities, the UAB is inspired by the principles of freedom, democracy, justice, equality and solidarity. This commitment means orienting teaching, research and other university activities towards the culture of peace, respect for human rights, social progress, respect for the environment and sustainable development, and explicitly renouncing research for direct military purposes.

With the goal of implementing these principles under the current legislation and in accordance with the ethical norms accepted by the scientific community, the UAB adopted the Code of Good Practice in Research (CGPR), which was approved by its Governing Council on 30 January 2013. In view of the rapid changes taking place in recent years, with the intensive digitalisation of society, entry into force of the European General Data Protection Regulation, scientific advances across all fields, especially in genetics and artificial intelligence, and the transformation of societal values themselves, the Code, which has proven to be a useful tool in the university's self-regulation of academic, research and transfer activities, needs to be updated. In this regard, the UAB's Open Science Strategy, in accordance with the Spanish Science Act (Law 17/2022), the Catalan Science Act (Law 9/2022) and the Catalan Open Science Strategy, undertakes to foster and promote open science practices in all areas of the university.

This CGPR observes the recommendations of the European Charter for Researchers (adopted by the European Commission), the European

Code of Conduct for Research Integrity (promoted by ALLEA) and other documents on good scientific practice from national and international public research institutions. This Code of Good Practice in Research has been revised in cooperation with UAB Libraries and was approved by the Research Ethics Committee in the session on xx February 2025.

1. Objectives and scope of the document

Good practice in research implies a reasoned approach to work. It relates to how research is planned and conducted, how results are recorded and reported and how knowledge generated by research is disseminated, applied and exploited.

The CGPR is a collective self-regulation instrument and constitutes a set of guidelines, recommendations and commitments regarding research activity. Its strength derives not only from the legal precepts it contains, but also from its voluntary adoption by all institutions, groups and individuals involved in research, especially by research staff. This means that its content outlines what prestigious researchers consider to be the appropriate attitudes, behaviour and ethical commitment for top-level research.

The aims of the CGPR are therefore as follows:

- To improve the quality of research in all fields.
- To establish mechanisms for ensuring honesty, rigour and responsibility in research.
- To promote the adoption of good scientific practice on the part of trainee research staff.

Its content complements the terms of current legal provisions. This document is applicable to teaching and research staff (PDI) and trainee researchers at the UAB and to organisations principally or wholly controlled by the university.

In the event of a dispute, it is recommended that the case be resolved by the UAB Research Commission at the request of any of the opposing parties, though individuals may always request mediation on the part of the UAB Ombuds Officer or present the case to the courts or other

authorities.

2. Values and basic principles of research at the UAB

The basic principles that must underlie any research conducted at the UAB are freedom, honesty and responsibility.

a) Freedom

The principle of freedom refers to both the choice and conduct of research. However, this freedom is limited by the ethical principles contained in the aforementioned UAB Statutes, in the relevant collective agreements and international declarations and in the legal precepts applicable in each case, which are referred to at the end of this Code.

b) Honesty

Researchers must be honest in their research activities, as well as towards those of other researchers and the institution itself. This applies to all research work, including the initial formulation of hypotheses, methodological design, data analysis, publication of results, acknowledgement of contributions from other researchers and arrangements for review and assessment.

Researchers must clearly, unequivocally and explicitly acknowledge any collaboration or contributions, both direct and indirect, from colleagues.

Researchers must respect industrial or intellectual property rights

and shall not engage in plagiarism or self-plagiarism or manipulate results.

> Rigour

Researcher honesty implies rigour in the conduct of their own research. Researchers must therefore carry out a careful process of discovery and interpretation. This requires a detailed revision of the results obtained prior to publication and, should major errors be detected after publication, the obligation to rectify them publicly and explicitly as quickly as possible.

> Conflicts of interest

Conflicts of interest are present in all facets of human activity, appearing whenever a criterion applied to a primary interest (e.g. knowledge of a subject area, selection of persons or appraisal of research work) could be unduly influenced by a secondary interest (e.g. financial gain or heightened status for the researcher or direct associates).

It is not intrinsically unethical to find oneself in a conflict of interest situation. However, the situation must be recognised and managed appropriately. Therefore, researchers must pay careful attention to any possible conflicts of interest they may incur. If any are detected, they should be avoided or else made public and addressed appropriately in accordance with the policies of the contracting bodies, evaluation bodies or publishers.

c) Responsibility

As members of the UAB, researchers must ensure that their research is carried out in accordance with the principles expressed in the University Statutes, and with the terms and conditions set by the funding entity or agreed between the UAB and the funding bodies. This includes ensuring that:

- The research follows both economic and environmental sustainability criteria.
- The research is conducted as set out in the original proposal submitted to the funding entity, unless amendments have been agreed on.
- The funding is used only for the objectives established, unless authorisation is obtained for other uses.
- Reports exactly reflect the work carried out and are submitted on time.
- Conditions on publication, authorship and intellectual property are met.

Researchers must appropriately and responsibly report to the Research Commission any known case of malpractice that violates these principles.

3. Organisation of the research

a) Research groups

Research at the UAB is conducted either individually or in research groups. A research group (RG) is a research unit comprised of academic staff members who share scientific objectives and are coordinated by a head researcher, termed the *coordinator* (UAB Regulations on Research).

RGs must have an organisational structure in which lines of communication and authority between their members are clearly indicated, together with the latter's responsibilities towards the research activities.

All group members, within their own designated roles, must uphold this commitment and abstain from any initiatives that might endanger the proper implementation of the project. RG staff must actively participate in any activities that are proposed and organised.

> Leadership

RGs must be headed by a PhD holder, who leads the group and represents it publicly. This person's responsibilities include both academic matters and matters of organisation and management.

RG leaders must foster a work climate in which members can learn and develop their skills and are encouraged to exchange ideas and pass on their knowledge, towards the achievement of common research goals.

RG leaders must also promote cooperation with other research teams, to favour the exchange of ideas and knowledge between researchers.

> Tutoring and supervision of trainee research staff

The process of training young researchers is one of the responsibilities of trained researchers. This process is not limited to the learning needed to carry out the research work, but must include training relating to the CGPR, teamwork and cohesion within the RG, the centre and the institution.

> Duties of supervisors or tutors

Supervisors or tutors take charge of the training process, keeping the set objectives and timeframes for achieving them in mind. They also pave the way for trainee research staff to have a successful career in science.

More specifically, they must:

- Regularly meet with the trainee researchers in their charge to supervise and ensure completion of the tasks assigned to them.
- Provide trainees with the appropriate means and scientific environment, taking their training needs into account and shielding them from undue pressures.
- Help trainees join discussion forums and scientific meetings and take part in research projects, stays abroad, courses, etc., and provide advice for their future.
- Prevent trainees from becoming involved in tasks outside the scope of their training.
- Ensure that the trainees' workload (master's degree research projects, PhD theses, etc.) does not include projects with commercial restrictions on the dissemination of results.
- Ensure that the research is conducted under safe conditions, informing trainees about the rules on safety and occupational risks and urging them to comply with them.
- Help trainees understand the importance of following the CGPR and being critical in the evaluation of their own work.
- Provide trainees all necessary information on the legal provisions concerning research activity (see the legal

references).

- Acknowledge the work done by trainees and be rigorous and fair in the authorship of publications and other means for disseminating the research carried out.
- Set an example for trainees to follow.
- Promote open science practices in research and in the dissemination of results.

> Duties of trainees

- Become fully integrated into the training project assigned to them, take on the corresponding commitments and achieve the goals they have been set by allocating as much time and as many resources as possible, given their circumstances and their role in the project.
- Undertake to make appropriate use of the materials and facilities at their disposal.
- Follow the advice given by supervisors or tutors and notify them of any own initiatives and how these are progressing.
- Become familiar with and follow the safety rules and procedures and the CGPR.
- Take part in scientific activities: discussion forums, seminars, etc., related to the trainee's own work.
- Acknowledge the contributions of supervisors or tutors when disseminating results – whether orally or in writing.

b) Planning the research

All research must be formulated in a written document (research design or protocol). The text of the document may coincide with the report needed when seeking funding for a research project through a public competition.

A research protocol must include all relevant information on project implementation. By way of example, the following sections may be considered: background, specific objectives, methodology to be adopted and team information. The document must also include a work plan with the time schedule, the human and material resources and the task allocation for each phase of the research and, if possible, an estimate of the financial costs and the budget available for carrying out the research.

Planning the research also involves determining the desired impact and how to disseminate the findings, especially with regard to authorship and authorship order.

Any research protocol that involves research equipment or facilities that are not exclusively for private use must receive prior authorisation from the person in charge of the institution, centre, facility or equipment to be used.

When different groups from one or more centres are due to participate in the same project, the scope, terms and conditions of this collaboration must be set out in writing.

Where applicable, the statistical power of the proposed studies must be considered. This is particularly important in studies involving human beings or experimental animals, to avoid unnecessary or unproductive experiments.

Other ethical and legal aspects and risk assessments may need to be taken into account for certain types of studies. If the research directly involves persons, materials of human origin or experimental animals, the document must be submitted to the UAB's Research Ethics Committee (CERec) for prior assessment. If it poses a potential

biological hazard for staff members or the environment, it must be submitted for prior assessment to the UAB's Institutional Biosafety Committee (CBS).

When the study or research project involves personal data processing, regard must be had for the processing principles set out in Article 5 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), especially those of lawfulness and minimisation, and the corresponding risk assessment must be performed, together with an assessment of impact on data protection, where required. All this must be done in accordance with instructions and recommendations from the UAB Data Protection Officer.

Ongoing research projects or protocols must be monitored to verify that their activities are being conducted as planned, and to make any necessary adjustments.

c) Conducting the research

> Work procedures

The methodologies used in research projects or protocols must derive from sources that ensure reliability: referencing methods, scientific publications, norms, etc. If the research involves the development of a new methodology, the process of fine-tuning and validating the new methodology will be considered part of the research protocol, and the researchers must have proof of its reliability.

All procedures and methods used in the research protocol must be suitably referenced and documented to allow the operations to be subsequently reviewed in as much detail as possible. This documentation must appear, at least, in the original results obtained by the researchers. Depending on the nature of the research, it may be more appropriate to document the methods in the research protocol or in specific procedures.

> Research infrastructure

All facilities must be suitable for carrying out the planned research activities, both in terms of the safety of the persons working there and the quality of the results obtained.

When equipment is used for research activities, the researchers must ensure that it is suitable for such activities and that the staff using it has received the appropriate training and instructions. Instructions for using complex equipment must take the form of documented procedures.

Any equipment used in research activities must receive preventive maintenance to ensure that the results obtained are not altered by a malfunction. In addition, the researchers must at all times ensure that the measurements taken by the equipment are reliable.

> Research with human beings

In research with human beings, special care must be taken when informing on the purpose, inconveniences and possible risks and benefits of the research (for the subjects themselves or for other people), when obtaining the participants' explicit and specific consent, or that of their legal guardians in the case of those considered legally unable to give consent, and with regard to the confidentiality of data, samples and the results obtained. In particular, researchers must explicitly pledge to maintain due confidentiality concerning all knowledge obtained about those participating in a project, in line with the regulations on personal data protection. They must also explicitly undertake not to pass on data or biological samples to other projects or researchers without authorisation from the assignors or the relevant research ethics committee, or where the purposes of this transfer are not clear. Nevertheless, it is considered good practice to openly publish duly documented basic research data once the research is over and after a reasonable period of study by the research team, taking the necessary measures to ensure anonymity and/or protection for participants and their

communities, where appropriate (UN Declaration on Rights of Indigenous Peoples, 2007).

In general, any research protocol involving the use of samples of human origin or personal data must be subject to current legislation, particularly Law 14/2007 on research in biomedicine, the GDPR and Organic Law 3/2018, of 5 December, on personal data protection and digital rights (LOPDGDD).

Any research protocol that involves the direct participation of persons or is based on information or biological samples obtained from persons must be approved by the CERec at the UAB or, if the object of the research is clinical, by the relevant clinical research ethics committee (CEIC) at the health care centre where the research is conducted. In the case of research with sick patients, any research team members who are not responsible for the participants' clinical treatment must collaborate with the treatment and may not interfere in any decision made by the medical personnel in charge.

Where appropriate, researchers must specify the financial compensation given to the subjects involved in the project, which must be proportional to the inconveniences or risks generated and may not incentivise participation in the research.

If UAB students are due to take part in the project, their participation must be voluntary, and measures must be taken to avoid adverse consequences for those who choose not to take part or decide to withdraw.

> Research with experimental animals

All research activities with experimental animals must fulfil the principles of replacement, reduction and refinement (3R) defined in current legislation, particularly Royal Decree 53/2013, of 1 February, setting out basic rules for protecting animals used in experiments and for other scientific purposes, including teaching, amended by Royal Decree 1386/2018, of 19 November, and Decree 214/1997, of 30 July, regulating the use

of animals in experiments and for other scientific purposes, amended by Decree 164/1998, of 8 July. The 3R principles should be applied to all stages of the research process, from design and performance of the experiments to the presentation and dissemination of the results. However, research staff are recommended to use the ARRIVE guides (*Animal Research: Reporting of In Vivo Experiments*) where appropriate (see references).

Staff who participate in research activities that involve using animals for experiments or other scientific or teaching purposes must be accredited as researchers or experimenters, as required, in compliance with Order ECC/566/2015, of 20 March.

Furthermore, researchers must seek and obtain authorisation from the CERec at the UAB for any procedures in which animals are used for experimental purposes or other scientific or teaching purposes, and must request approval from the Animal Ethics Committee or the relevant competent body, where appropriate.

> Research with natural spaces and cultural heritage

When conducting research on and/or inside natural spaces and environments and/or heritage sites (natural, historical, archaeological, etc.), researchers are required to take special care in ensuring that the research tasks are compatible with the maintenance, conservation and sustainable development of these spaces for future generations.

Any research performed in these contexts must comply with the current rules and regulations of the specific geographical area, region or country, and autochthonous communities must always be respected. The framework for carrying out these operations is set out in the guidelines issued by international bodies such as UNESCO (Convention for the Protection of the World's Cultural and Natural Heritage, Paris, 16 November 1972).

> Potentially dangerous procedures and materials

Potentially dangerous procedures and materials must be used in accordance with regulations and manuals on good practice that ensure the safety of both the research and university community and the environment.

Where appropriate, a prior risk assessment must be performed in line with the current legislation and with due approval from the IBC and the Ionising Radiation Service at the UAB.

All staff and researchers who are required to use these procedures must be informed of such procedures by the head researchers, who must also enforce the relevant measures on safety, workplace health and environmental protection.

In addition, researchers must strictly follow the approved safety protocols, give warning of the types of accidents that could endanger people and the environment and apply the relevant containment and decontamination protocols for minimising the risk of exposure if such accidents occur.

d) Collecting and conserving material and data

> Recordkeeping

Project coordinators are responsible for overseeing the recording, storing and safeguarding of any material derived from research work, which must be done at their discretion.

Researchers must permanently record all data and observations from research activities (including preliminary, negative, unexpected or discrepant results) in a way that is clear enough for third parties to reproduce the work carried out. These records must state who obtained the data and on what date. Any amendments must show which data have been amended and specify the date of amendment and the person who carried it out. Correct recordkeeping and identification of data provide necessary proof of the work performed and ensure its traceability, which may be particularly important in the protection of intellectual and industrial property.

All data must be kept for a period of at least five years from the date of publication (unless a longer period has been agreed), thus ensuring their integrity and security and preventing unauthorised modifications.

Original research data (and, where appropriate, relevant specimens, samples, original questionnaires, recordings, images, etc.) must be stored in their original form, especially if they have been subsequently modified or enhanced.

All materials on which research has been conducted, or deriving from it, must be unequivocally and permanently identified, clearly indicating the project or protocol to which they pertain.

Whenever personal data is processed manually or automatically for research purposes, the relevant regulations must be complied with.

> Physical media

All original data must be recorded clearly and precisely, including all important details of the research conducted. If a notebook is used, it should preferably be indexed and bound (so that no pages may be removed or displaced), with the pages numbered. Materials that cannot be attached must be kept in a dossier with a system in place for cross-referencing both documents.

> Electronic media

If data are stored in electronic media, they must be backed up regularly and, in accordance with the stipulated storage time, must be readily recoverable, especially in the case of changes to the media or standards.

All efforts must be made to prevent the data from being disseminated through error, lack of knowledge or insufficient protection against malicious external attacks.

Likewise, backup copies of the main software used to process the data obtained must be kept.

> Storage

Materials must be stored in a way that ensures their integrity, traceability and proper conservation at all times during the established period. If the storage conditions are critical (temperature, humidity, etc.), corresponding records must be kept. With any exchange of materials with other institutions, the

relevant transfer protocol must be signed.

> Ownership of the data

All primary documentation (notebooks for data collection, databases, etc.), together with any material obtained during research, are the property of the centre to which the project leader is attached. If a researcher moves to a new centre, the project leader may provide them with a copy of all or some of the record books, a copy of the existing digital information, a photocopy of the data collection notebooks or parts of the material available. When the change involves the head researcher, this process must be carried out under the responsibility and supervision of the directors of the centre or department.

All members of the research team must have access to the information and be able to interpret the data obtained. The head researcher must keep one single record of the different elements of data collection (notebooks, databases, etc.) and of sample storage, access to which must be able to be made available to third parties.

The data and materials deriving from a research project must be public and available for sharing with third parties, except when restrictions are in place due to confidentiality or the possibility of marketing in the future. Prior to transferring data or materials, the intended use must be known, the research team must acknowledge the request and a transfer protocol must be followed with the approval of the head researcher. In addition, the person requesting the transfer must be willing to bear the production and delivery costs. Transfers may be restricted for reasons of availability, competitiveness or confidentiality. Materials containing personal data must be shared in such a way that the source subjects cannot be identified. If this is not possible, prior explicit consent is needed from these persons.

4. Dissemination of results

a) Policy on scientific dissemination

The dissemination of results is an ethical duty for researchers, being seen as a contribution to increasing human knowledge and part of the process of accountability for the use of public resources in research.

Therefore, it is unethical to avoid dissemination, delay it excessively, exaggerate the importance of the results obtained or even avoid publishing negative results (in certain health-related cases).

The UAB endorses open science initiatives, which favour and promote publication models that advocate open access to the scientific and academic production of researchers (articles, chapters, research data...) in thematic or general institutional repositories.

b) Institutional affiliation and acknowledgements

All researchers must clearly state their affiliation to the UAB in their papers. This is also the case when a researcher is assigned to other research structures (institutes, observatories, etc.). The affiliation of researchers to the UAB and the standardisation of their signatures must comply with instructions from the vice-rector responsible for research matters.

All published works must contain the names of the independent committees that supervised and approved the research protocol.

Persons and institutions that collaborated in the research must appear in the acknowledgements section. In particular, this section must mention the work and contributions of support staff and staff

from the UAB research support services. Any financial support or sponsorships received for performing the research must be declared and acknowledged, unless otherwise indicated by the provider.

c) Dissemination in the Media

Whenever results are presented through the Media or other channels, an explanation for laypeople must be included or part of the presentation must be adapted to suit a non-specialised audience. In these types of public presentations, the authors' names must always be associated with those of their institutions, and, wherever possible, any financial support received must be mentioned.

It is not considered acceptable to present research results in the Media before peer review has been carried out or to show excessive optimism or raise false expectations regarding the research.

5. Authorship

Pursuant to the law on intellectual and industrial property, a claim to authorship or co-authorship over a publication or to ownership over a patent or usable model must rest on the following:

- A substantial contribution to the development of the project and the creative process, i.e. to the conception and design of the project or to the analysis and interpretation of the data.
- A role in preparing presentations, reports or subsequent publications.
- The ability to provide a detailed presentation of the personal contribution made to the research and to discuss the main aspects of the project as a whole.

All co-authors referred to in a particular publication must be familiar with the text and accept the final written version, thus sharing responsibility for its content.

Mere participation in obtaining resources, collecting data or samples or providing experimental subjects does not necessarily afford the status of co-author, though this participation must be recognised in the acknowledgements section.

Persons attached to a research group who ask to go on record as *ex officio* authors based on their position in the hierarchy or employment status are violating academic freedom and committing an injustice, if not abuse of authority. Conversely, deliberate omission of the name of any person who has made a proven contribution in line with the criteria set out above is an act of unlawful appropriation of intellectual property on the part of the other authors.

In general, authors should avoid the fragmentation of publications and set out all the information available in detail, including that which is needed to reproduce the results.

a) Order of the authors

Regarding the order in which the authors appear in publications, it should be noted that customs and practices may vary between different research areas.

In general, when the different authors have made equal contributions, they commonly appear in alphabetical order.

When their contributions differ, the order of signature in publications is usually as follows:

- The first co-author is the person who has put the most effort into the research and prepared the first draft of the paper.
- The last co-author is the person who has led the research or who is ultimately responsible in the research protocol.
- The other co-authors may appear in order of their contribution or, in some cases, in alphabetical order.

When two or more co-authors make equal contributions to a paper and share the main task of preparing the manuscript, they are both considered first authors. This must be made explicit in the publication of the original. The same criterion may be applied to intermediate and senior authors.

The author in charge of correspondence bears primary responsibility for the whole publishing process and for future interactions deriving from the publication of the paper.

b) Authorship of reports

Technical reports or any other text written for third parties must always contain a list of the authors of the research paper, the centres to which they belong and any financial support received that could be relevant to the report being issued, in the same terms as a scientific publication or a patent.

c) Amending errors and public retraction

If an error is found that devalues the published results, the lead author must immediately discuss the issue with the head researcher, notify the co-authors, publish an amendment as soon as possible and establish the basis for the reservations. If there are serious concerns, a retraction must be published as soon as possible.

6. Research projects sponsored by private companies and intellectual and industrial property

According to Article 166 of the UAB Statutes, "The Universitat Autònoma de Barcelona owns and holds the rights to exploit the results of any research, development and innovation obtained by staff with research functions at the university in the exercise of their functions, as well as any intellectual or industrial property rights derived therefrom under the current legislation on intellectual and industrial property and business secrecy". For this reason, the UAB seeks to manage the ownership of its results appropriately, through an intellectual and industrial property policy that makes it possible to evaluate, protect, exploit and market this property effectively. It also endeavours to raise awareness among research staff and provide training on intellectual and industrial property and its exploitation.

a) Transparency and prevailing interests

In the exchange or transfer of knowledge and technology with private entities, the public interest must always prevail, which means that all agreements must be adopted with complete transparency. The UAB must establish the limitations needed to protect the intellectual freedom of its researchers and avoid disproportionate commitments on confidentiality or unjustified restrictions on publishing results.

However, in accordance with current legislation on personal data protection, when data are processed on behalf of the data controller, the relevant contract, collective agreement or agreement must include

the clauses set out in Article 28 of the GDPR for data processors.

b) Intellectual property

The relevant contract documents must be drawn up and must adequately set out the parties' different interests, tasks or contributions. They must also stipulate the obligations of secrecy and confidentiality assumed by the parties and ownership of the results generated within the project framework, put in place effective legal protections for these results and set out the conditions for exploiting them.

If the results obtained from research warrant protection due to their potential commercial value, they must not be disclosed while the parties evaluate the situation. Any possible delays in disclosure aimed at protecting industrial property must be kept to a minimum.

All intellectual property, technical know-how, reagents or materials generated by the researchers within the UAB facilities or in relation to UAB research activities are the property of the UAB. This principle also applies to visiting researchers who use the UAB research facilities.

c) Industrial property

When research staff participating in a project promoted by industry make a significant contribution to the design and execution of the project, the necessary agreements must be drawn up with the promoter to share the corresponding industrial property and, where appropriate, intellectual property.

Furthermore, when the UAB provides resources and facilities to promote and set up technology-based companies deriving from the research conducted by a particular group, it must safeguard against possible abuses in favour of the private interests of those participating in the company.

7. Fabrication, falsification, plagiarism and other questionable practices

Fabrication, falsification and plagiarism are illegitimate practices that have no place in university research and which should be reported immediately to the vice-rector responsible for research and/or the Research Commission.

Objectivity should always be maintained in research, which involves avoiding questionable practices aimed at increasing the acceptance or impact of the research, such as excessive enhancement of data or skewed interpretations.

Regarding the publication of research findings, researchers are advised to follow the COPE guidelines (https://publicationethics.org/), to avoid self-plagiarism, the unjustified fragmentation of scientific papers and other questionable publishing practices.

8. *Curriculum vitae*

The *Curriculum Vitae* is the end result of the research; under no circumstances should it be the purpose.

This document should contain the researcher's personal details and their educational and professional background, which must be accurately and clearly stated at all times. Its content is the responsibility of the person submitting it, and, therefore, each of its pages should be signed or initialled.

It is the researchers' duty to keep the UAB informed of their professional activity by updating their personal CV using the means designated by the university.

9. Assessment, advisory support and review

Researchers often take part in assessing projects, publications, groups or individuals. In general, this assessment (peer review) is performed by subject experts of equivalent rank to those being assessed.

Peer reviews are entrusted to experts or the like who are asked to assess or critique a manuscript sent for publication, a report backing up an individual or group request for funding or an experimental procedure requiring approval from an ethics committee.

Reviews must be objective, i.e. based on scientific criteria rather than on opinions and personal ideas. Review requests should be rejected if the potential reviewer has any conflicts of interest (e.g. when there are direct ties to the authors or when these are close competitors) or does not feel sufficiently qualified to perform the review.

The reviewers' reports and the texts reviewed must always be handled as confidential, privileged information. As a result, these documents:

- May not be used to benefit the reviewer until the information has been published;
- May not be shared with any colleague, other than for exceptional reasons or with explicit permission from the publisher or research agency;
- May not be retained or copied, unless permitted by the publisher or research agency. The usual practice is to destroy or return the material once the process is over.

References

Codes of good practice and guides

Other codes of good practice that have been used to prepare this document:

– University of Cambridge
http://www.admin.cam.ac.uk/offices/research/research/Good_Practice.aspx

– Spanish Committee on Bioethics
http://www.comitedebioetica.es/documentacion/index.php

– Spanish National Research Council
https://www.csic.es/sites/default/files/codigo_de_buenas_practicas_completo_castellano_-_ingles.pdf

– International Committee of Medical Journal Editors
http://www.icmje.org/urm_main.html

– Medical Research Council
https://mrc.ukri.org/publications/browse/good-research-practice-princi- ples-and-guidelines/

– Barcelona Biomedical Research Park
https://prbbgoodpractice.wordpress.com/the-code/

– ARRIVE Guidelines
https://www.nc3rs.org.uk/arrive-guidelines

Legal references

Law 17/2022, of 5 September, amending Law 14/2011, of 1 June, on science, technology and innovation (BOE no. 214, 6 September 2022).

Law 9/2022, of 21 December, on science (DOGC no. 9163, 15 May 2024).

Decree 164/1998, of 8 July, amending Decree 214/1997, of 30 July,

regulating the use of animals for experimentation and for other scientific purposes (DOGC no. 2680, 14 July 1998).

Decree 406/2006, of 24 October, regulating the requirements and procedure for accreditation by clinical research ethics committees (DOGC no. 4748, 26 October 2006).

Law 14/2007, of 3 July, on biomedical research (BOE no. 159, 4 July 2007).

Law 23/1998, of 30 December, on statistics of Catalonia (DOGC no. 2801, 8 January 1999), and Law 12/1989, of 9 May, on the function of public statistics (BOE no. 112, 11 May 1989).

Law 24/2015, of 24 July, on patents (BOE no. 117, 25 July 2015).

Law 31/1995, of 8 November, on the prevention of occupational risks (BOE no. 269, 10 November 1995).

Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights (LOPDGDD; BOE no. 294, 6 December 2018).

Order of 25 March 1998 adapting, on the basis of technical progress, Royal Decree 664/1997, of 12 May, on the protection of workers against risks of exposure to biological agents in the workplace (BOE no. 76, 30 March 1998).

Order ECC/566/2015, of 20 March, establishing training requirements for the handling of animals used, bred or supplied for experimental and other scientific purposes, including teaching (BOE no. 78, 1 April 2015).

Regulation (EU) 2016/679, of the European Parliament and the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).

Royal Decree 1090/2015, of 4 December, regulating clinical trials with medicines, ethics committees on research into medicines and the Spanish Register of Clinical Studies (BOE no. 307, 24 December 2015).

Royal Decree 1369/2000, of 19 July, amending Royal Decree 822/1993, of 28 May, establishing the principles of good laboratory practice and their use in non-clinical studies on

chemical substances and products (BOE no. 173, 20 July 2000).

Royal Decree 1386/2018, of 19 November, amending Royal Decree 53/2013, of 1 February, establishing basic rules to protect animals used in experiments and for other scientific purposes, including teaching (BOE no. 280, 20 November 2018).

Royal Decree 178/2004, of 30 January, approving the general regulations for enacting and applying Law 9/2003, of 25 April, establishing the legal framework for the confined use, voluntary release and commercialisation of genetically modified organisms (BOE no. 27, 31 January 2004).

Royal Decree 665/1997, of 12 May, on protection of workers against risks of exposure to cancerous agents in the workplace (BOE no. 124, 24 May 1997).

Legislative Royal Decree 1/1996, of 12 April, approving the recast text of the Law on intellectual property (BOE no. 97, 22 April 1996).

The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP; 13 September 2007).