

Manual on Best Practices in Research

Oficina de Proyectos Europeos OPE

Universidad Rey Juan Carlos
Madrid (España)



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1. PREFACE

The Manual on Best Practices in Research is a document designed to promote honest, responsible and principled research at Universidad Rey Juan Carlos (URJC). It is a supplementary instrument to current legislation, which includes rules, recommendations and commitments to promote excellence in research and encourage ethical behaviour of research staff at our institution.

Through this action, URJC aims to comply with all the regulations and recommendations described in the European Code of Conduct for Scientific Integrity (ALLEA-All European Academies) and in the National Declaration of Scientific Integrity (COSCE-CRUE-CSIC).

This Manual covers ethical aspects to be taken into account during the development of any research activity and its measures are applicable both to the University, as a public institution, and to its research staff. The principles contained in this document also include research staff from other entities who temporarily carry out activities at the URJC premises and facilities.

Research staff linked to URJC conducting research activities outside URJC must not only comply with the recommendations of this Manual, but also take into consideration the handbooks and codes of good scientific practice of the institutions where this research is carried out.

URJC will ensure that this Manual on Best Practices in Research and the applicable legislation are made available to all its staff, regardless of their research career stage. Furthermore, the University will promote the dissemination of this document and appropriate training in the field of good scientific practice in research.

2. AIMS AND PRINCIPLES OF THE MANUAL

The main aim of the Manual on Best Practices in Research is to serve as a reference for URJC research staff concerning ethics, morality and scientific integrity issues, offering guidelines, rules and recommendations that increase the quality of research and avoid inappropriate behaviour and conduct.

The principles outlined in this text are as follows:

Scientific responsibility and integrity:

- Foster the highest standards of responsibility and rigour in research carried out at the URJC, encouraging good practices for research staff at all stages.
- Create a framework of good research practices that guarantees compliance with the agreements and terms of the research throughout the entire process.
- Ensure compliance with agreements with financial institutions, so that funding is used only for the intended purposes, except in cases where express authorisation has been obtained.
- Ensure adequate training, supervision and mentoring of research staff, identifying and addressing unmet needs.

Respect:

- Contribute to the advancement of knowledge for the benefit of humanity, respecting the dignity and autonomy of human beings, protecting personal rights.
- Respect the principle of equal treatment.
- Be aware of and respect cultural, individual and role differences, including those based on age, gender identity, race, ethnicity, culture, nationality, religion, sexual orientation, disability, language and socioeconomic status, seeking to eliminate the impact on their work of prejudices based on these factors, not participating in or tolerating the activities of others based on such prejudices.
- Maintain a strong commitment to promoting diversity and inclusion in its broadest sense.
- Encourage the inclusion of disabled researchers in the university research community.
- Ensure animal welfare and preserve the natural environment and cultural heritage.
- Respect intellectual property rights, avoiding dishonest practices and infringement of these rights.

Honesty:

- Research staff must be honest, both with their own research and with that of others.
- Honesty should govern all activities in the research process, avoiding plagiarism and manipulation of results and declaring any conflict of scientific interest.
- Honesty should also govern the review, advisory and evaluation processes undertaken on one's own initiative.
- The contributions of others should be acknowledged in a fair manner and the work of the entire team involved in the research should be acknowledged.
- Research staff should not only be accountable for their own practices but should also report and combat cases of malpractice and fraud that come to their attention.

Reliability and ethics:

- Research staff must comply with the ethical and legal requirements accepted and recognised by the scientific community, at all times, in accordance with the existing applicable regulations. Acceptance of and compliance with these guidelines must be maintained throughout the entire research process, and appropriate methods and procedures must be used, ensuring that the research is reliable and can be reproduced.
- Compliance with ethical principles must guarantee the validity of the results obtained. These results must be fully, objectively, and accurately verified before being made public.
- Research should be conducted through the efficient and effective use of available resources. Ethical principles should override the high level of competition for resources and funding.
- When collaborating with other institutions or countries, researchers must ensure that they comply with **the regulations in force in Spain and also in the countries in which the research is being carried out.**

3. FORMULATION AND DEVELOPMENT OF THE RESEARCH PROJECT

Research at URJC must be carried out using appropriate methods and procedures that contribute to the advancement of knowledge for the benefit of humanity, with special observance of the principles of good scientific practice through research.

The research staff will formulate the research project, which will address socially relevant and novel problems, based on the current state of science in its different knowledge areas.

The research project must be designed following a specific work protocol that allows it to be examined and reproduced by other researchers in the specific knowledge area on which the research is based.

The research project must include certain minimum content specified in a research plan or protocol, which will include, among others:

- Background and rationale for conducting the research.
- Objectives and hypotheses of the research.
- Proposed methodology.
- Work plan and research team.
- Communication and dissemination plan.
- Planned timetable.

If the participation of different groups belonging to different institutions in a research project is necessary, the plan must specify the terms and scope of the collaboration.

To begin research activities at URJC, all necessary authorisations must be obtained in accordance with the nature of the research project, always taking into consideration the legal and ethical aspects of each knowledge area.

The authorisation of the Research Ethics Committee of Universidad Rey Juan Carlos (*Comité de Ética de la Investigación de la Universidad Rey Juan Carlos*) must be requested when so required by the funding or grant notice for which the project or research work is presented, or whenever the project involves research involving human beings, animal experimentation, the use of pathogenic biological agents or genetically modified organisms, the use of personal data subject to reserved treatment and which could affect fundamental rights and freedoms, the defence and protection of the environment or other constitutionally and legally protected assets. When such research affects or involves other institutions, if deemed necessary by the Research Ethics Committee of URJC, a favourable assessment by their respective ethics commissions or similar bodies will be required. As indicated in its Governing Rules, the Research Ethics Committee of URJC has the authority to issue the Good Research Practice Certification when the research complies with the requirements established in current legislation and other declarations and recommendations of national and international bodies.

The project will endeavour to have the specific funding necessary for its development. The resources allocated for the research shall be used responsibly for their intended purpose, in accordance with the principles of effectiveness and efficiency, aiming primarily at achieving the objectives pursued by the research project.

During the research project, monitoring must take place to verify the correct use of the allocated resources and the proper implementation of planned activities.

4. PEER REVIEW

Peer review is an essential part of the research process and is carried out to ensure the quality of the research, improve the research process and prevent possible malpractice or fraud. Peer review is based on a critical evaluation by qualified experts or research staff specialised in the field.

Peer review shall be used for the review of manuscripts, memoirs, research projects, clinical or experimental protocols, curricula vitae or any other merit assessment process.

Reviewers must be chosen for their experience and expertise and must meet the following commitments:

- **Honesty:** They must be able to conduct the evaluation process in an objective and impartial manner. The evaluation shall be carried out in a spirit of constructive criticism and be sufficiently reasoned.
- **Responsibility:** They shall commit to carrying out the evaluation in good time and manner.
- **Ethics:** The evaluation should be refused if there is any conflict of interest (see section 5 of this document) or if they do not consider themselves sufficiently capable to conduct the evaluation.
- **Confidentiality:** The entire evaluation process shall be subject to the strictest confidentiality, which shall be reciprocal and shall also be maintained vis-à-vis third parties. Under no circumstances may privileged information accessed during the review process be used for personal benefit.

5. CONFLICT OF INTEREST

A "conflict of interest" is understood as a situation in which the researcher has a personal, economic, professional, political or legal interest that may compromise the scientific integrity and validity of the results of the research.

It shall be the duty of the research staff to be aware of and comply with **national and European legislation on incompatibilities and conflicts of interest**, as well as the recommendations of the institution itself, without ignoring any requirements that may exist on the part of the funding bodies.

Research staff should also be aware of the importance of recognising and disclosing apparent or potential conflicts of interest that might unduly influence scientific activity. Any conflict of interest should be declared when it affects the preparation, conduct and development of their research, as well as the reporting or dissemination of research results.

Conflicts of interest will be declared to the URJC Research Ethics Committee or to the corresponding body upon request. In the case of a declaration to the Research Ethics Committee, the latter will take the appropriate measures in accordance with the applicable regulations. The Committee must decide whether it compromises the validity or integrity of the research, seeking in each case the most appropriate solution to avoid committing research malpractice.

The evaluation will have to be rejected in the case of evaluations, consultancies or peer reviews where there is a conflict of interest due to the proximity of the evaluator to the person being evaluated or for competitiveness reasons.

In the case of collaborations with public and private entities, possible conflicts of interest shall be avoided both at the time of negotiating the conditions of the contract and in the dissemination, protection and exploitation of the results.

6. RESEARCH INVOLVING HUMAN BEINGS

Any research protocol directly or indirectly involving the participation of human subjects or based on any information or biological samples obtained from human subjects must comply with the applicable legislation and be submitted to the URJC Research Ethics Committee for approval. In particular, it must comply with the stipulations of Spanish Law 14/2007, of 3 July, on Biomedical Research (*Ley 14/2007, de 3 de julio, de Investigación Biomédica*) and the [regulations applicable to the protection of personal data](#), set out in section 15 of this document.

The dignity, rights, safety, and well-being of potential participants shall be the first consideration when undertaking a research project involving human subjects. Therefore, research should only be initiated if the expected benefits outweigh the risks.

Research staff conducting research activities involving human subjects or using biological samples of human origin are to be aware of and comply with the recommendations of the [European Charter for Researchers](#). In these projects it is essential to request and obtain a favourable report from the URJC Research Ethics Committee. The researcher shall respect the result of this evaluation.

In this type of project, the research staff will be cautious in all ethical aspects of the research, paying particular attention to:

- Providing information on the purpose and duration of the project, expected benefits (either to the research subject or to others), risks or side effects, exclusion or inclusion criteria, methodology and criteria for termination of the project.
- Ensuring that the participants or their legal representatives give their informed consent by providing adequate and accurate information, ensuring that it is fully understood. This consent must include the aforementioned information on the project, as indicated on the [URJC Research Ethics Committee website](#)

- Making an explicit commitment not to transfer data or biological samples to other projects or other researchers without the authorisation of the assigning persons and the corresponding research ethics committee.
- Specifying, if applicable, the financial compensation to be received by the subjects participating in the project, which will be proportionate to the inconvenience or risks assumed and may not be used as an incentive for participation in the research.
- Complying with the [guidelines on the participation of URJC students in research projects](#) published on the website of the Research Ethics Committee when URJC staff and students are expected to participate in a project.
- Enabling the participation of people with intellectual disabilities in research processes on topics that affect them^{1 2}.
- Ensuring the confidentiality and security of the personal data, as well as the human material involved (biological samples, genetic analysis or other) and protecting the rights of the owners of the samples, in accordance with the regulations on personal data protection.

7. RESEARCH ON ANIMALS

In general, all research involving animals must comply with current legislation and must be reviewed by the ethics committee of the relevant institution. Research shall be designed to promote the **3Rs** principle: **R**eplacement or use of alternative methods, **R**eduction of the number of animals used, and **R**efinement of experimental procedures. No research project involving the use of animals may be initiated without ethical evaluation and final authorisation by the respective competent authority and/or the appropriate research ethics committee.

The animal care staff and the research staff involved in the experimentation must have the necessary training and knowledge and undertake to provide the necessary resources for the correct maintenance of the experimental animals in terms of facilities, maintenance, welfare and veterinary care.

The URJC is committed to complying with the European legislation and regulations on animal experimentation set out in [Directive 2010/63/EU](#) on the protection of animals used for scientific purposes, whose guidelines were incorporated into the Spanish legal system in Royal Decree 53/2013 of 1 February ([Real Decreto 53/2013, de 1 de febrero](#)). In addition, the URJC is adhered to the agreement on transparency in animal experimentation ([Acuerdo de Transparencia en Experimentación Animal](#)) (20/09/2016) (20/09/2016), promoted by the [Confederation of Scientific Societies of Spain](#) (COSCE), with the collaboration of the [European Animal Research Association](#) (EARA).

¹ de Castro, M. G. C. (2020). *Metodologías participativas con personas con discapacidad intelectual–Una revisión teórica de literatura*. *New Trends in Qualitative Research*, 4, 343-361.

² Pallisera, M., Fullana Noell, J., Puyaltó, C., Vilà Suñé, M., Díaz Garolera, G. (2017). *Apoyando la participación real de las personas con discapacidad intelectual: una experiencia de investigación inclusiva sobre vida independiente*. *Revista Española de Discapacidad*, 5, 1, 7-24. <https://www.cedd.net/redis/index.php/redis/article/view/282>

On the other hand, in research projects that require animal-assisted interventions, in which the participating animals are not the object of the research, but are part of the research team, they must also obtain the favourable certification of the Research Ethics Committee that will guarantee the health status, the suitability of the protocol, animal welfare in their selection, training and care before, during and after the therapy sessions.

8. POTENTIALLY HAZARDOUS BIOLOGICAL AGENTS OR GENETICALLY MODIFIED ORGANISMS

Biosafety is of particular importance in research with potentially hazardous biological agents (viruses, bacteria, fungi, cell cultures, etc.) and when genetically modified organisms are used. It is therefore necessary to verify that there is no alternative method of similar efficacy and that the benefits of the research will far outweigh the risks involved.

Specific measures and standards will therefore be necessary in such projects to safeguard the safety of humans and the environment from certain hazardous biological agents and genetically modified organisms.

Thus, research with biological risk agents or genetically modified organisms shall comply with the following requirements and approvals:

- The project shall have obtained a favourable report from the [Research Ethics Committee](#) and authorisation from the Service for Safety and Prevention of Workplace Hazards.
- The persons involved must have been trained to handle such samples for experimental purposes.
- The facilities and activities must comply with the regulations established by the URJC's [Office for Safety and Prevention of Occupational Risks](#) as established by current legislation.

9. SUSTAINABLE RESEARCH

Environmental protection and concern for biodiversity are ethical issues to be considered by research staff. The environment must be respected, cared for and conserved, and the decisions made must ensure the wellbeing of human beings and the natural environment.

Research processes should comply with current environmental legislation, promoting the responsible and sustainable use of resources and aiming to be in line with the [UN's Sustainable Development Goals](#) (SDGs).

In terms of genetic resources, the guidelines of the [Nagoya Protocol](#) on access to genetic resources shall be followed, promoting the fair and equitable sharing of the benefits arising from their use, in line with the [Convention on Biological Diversity](#).

Within the context of good research practice, the **Do no significant harm principle** (DNSH) needs to be applied. Based on the objectives of the **European Green Pact**, research and innovation activities should not cause significant harm to any of the six environmental objectives set out in the **EU Taxonomy Regulation**, published in June 2020.

The DNSH principle shall be interpreted through the six environmental objectives covered by the Taxonomy Regulation. These objectives are:

- Climate change mitigation. An activity is considered to cause significant harm to climate change mitigation if it leads to significant greenhouse gas (GHG) emissions.
- Adaptation to climate change. An activity is considered to cause significant harm to climate change adaptation if it leads to increased adverse impacts of current and future climate on the activity itself or on people, nature, or assets.
- Sustainable use and protection of water and marine resources. An activity is considered to cause significant harm to the sustainable use and protection of water and marine resources if it is detrimental to the good ecological status or potential of water bodies, including surface water and groundwater, or to the good environmental status of marine waters.
- Transition to the circular economy. An activity is deemed to cause significant harm to the circular economy, including waste prevention and recycling, if it leads to significant inefficiencies in the use of materials or in the direct or indirect use of natural resources, or if it increases the generation, incineration, or disposal of waste, or if in the long term the disposal of waste may cause significant environmental damage.
- Pollution prevention and control. An activity is considered to cause significant damage to pollution prevention and control if it leads to a significant increase in emissions of pollutants to air, water, or land.
- Biodiversity and ecosystem protection and restoration. An activity is considered to cause significant damage to the protection and restoration of biodiversity and ecosystems if it is significantly detrimental to the health and resilience of ecosystems, or detrimental to the conservation status of habitats and species, including those of Union concern.

As stated in the **Social Responsibility Report**, the URJC is committed to promoting research and transfer activities governed by sustainability and respect for the environment. The URJC strives to reduce its environmental footprint and encourages eco-friendly behaviour, particularly as regards the role of the **URJC Green Office**, which works to incorporate sustainability in all facilities and in all areas of our university, including not only research but also teaching and management. The Green Office structures its work around its **commitment to environmental sustainability**, understood as a cross-sectional phenomenon present in each of its actions. The Green Office also has the task of bringing together actions related to sustainability and the SDGs, carried out from any area of the URJC, including research, giving them visibility through tools such as the **URJC Agenda 2030 Observatory** or the presence in certain rankings such as **GreenMetric World University**.

In these sustainability actions promoted by the URJC, the work of the Energy Efficiency Unit (UNEFE) stands out for its role as energy manager of the buildings belonging to the University, the main objective of which is to reduce energy consumption and improve the energy performance of the URJC and other public and private entities.

10. AUTHORSHIP

The URJC recommends following the criteria of the [Committee on Publication Ethics \(COPE\)](#) and the [International Committee of Medical Journal Editors \(ICJME\)](#) for the authorship of scientific papers. Specifically, for a person to be considered an author, they need to meet the following four requirements:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
- Drafting the work or revising it critically for important intellectual content;
- Final approval of the version to be published;
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Authorship is restricted to the research staff who have participated in the work as a whole. Exclusion of authors who meet the authorship criteria is unacceptable, as is unjustified authorship based on hierarchical or honorary position.

More specifically regarding scientific publications, the following considerations should be taken into account:

- All authors of a publication must be aware of and approve the decisions relating to the publication and are responsible for its content, and the contributions of each author must be declared whenever the publication medium permits.
- The order of authorship should be established based on objective criteria, taking into account accepted guidelines in the discipline of the work, and should be known in advance by all authors.
- Creditworthy contributions from collaborators and support staff that do not meet the authorship criteria should be appropriately acknowledged and considered for inclusion in an acknowledgements section.
- The affiliation of each one of the authors must be stated, citing the institutions and centres where the research was carried out. Specifically, URJC research staff will be required to include the name of this institution in their affiliation.
- Sources of funding and sponsors must be clearly acknowledged.
- Authors shall declare any possible conflict of interest and obtain the approval of the relevant Ethics Committee whenever necessary.

11. PUBLICATION AND DISSEMINATION OF RESEARCH RESULTS

Universidad Rey Juan Carlos is committed to ensuring the widest possible dissemination of research and encourages its research staff to disseminate the results of their scientific work orally

or in writing. Dissemination may take place, among other methods, through publications, congresses, conferences, the media, and social media. Such dissemination of results to the scientific community, all interest groups and to society in general is essential for the advancement of knowledge.

Regardless of the means used, information dissemination must meet criteria of objectivity, rigour, quality, honesty, responsibility, and transparency. Likewise, research staff must be very careful to avoid the dissemination of personal data, related, for example, to the people who have taken part in the study, preserving the confidentiality of data, and ensuring privacy.

URJC research staff involved in teaching, dissemination and divulgation activities must not in any way compromise the image or credibility of the University to which they belong.

With regard to scientific publications, research staff have a moral duty to publish the results of their research and their interpretations in a transparent, honest, precise and accurate manner. In the same vein, they should also consider the possibility of including results that are not in line with the hypotheses initially formulated.

If minor errors are detected in the content of a publication, they should be acknowledged and communicated to the medium in which it was published, and a correction note should be agreed with the editors. In the case of serious errors or malpractice, they will be obliged to withdraw the publication from their edition.

In oral communications, the same criteria must be followed as in publications when disseminating the results of the work and the interpretations of these in an open, transparent, honest, precise and accurate manner. Exaggeration of the importance and practical applicability of the results shall be avoided, as well as the omission of relevant information, circumstances that could lead to confusion, create false expectations, or lead third parties to believe that there are immediate or non-existent solutions.

The dissemination of scientific information in the media, social networks and internet portals must be contrasted, verified, updated, and contextualised as required for scientific communication. The URJC will provide its research staff with different institutional means to enable the dissemination of its results in the media, such as the **Scientific Culture and Innovation Unit**. An accessible and aseptic language will be used, so that the content is easy to understand for the non-specialised public and distortions and/or sensationalist exaggerations are avoided.

12. INTELLECTUAL AND INDUSTRIAL PROPERTY

URJC research staff must respect the URJC's **intellectual and industrial property policies**, in accordance with the applicable legal regulations and the provisions of the projects and contracts under which they have been developed.

The University will establish the instruments and personal and material means necessary for quality management regarding Intellectual and Industrial Property. **CINTTEC** (Centre for Innovation, Technology and Knowledge Transfer) is the body that supplies information and provides advice on intellectual property and the industrial exploitation of research work.

Authorship rights in Spain include two types of rights: moral and economic. The former are related to authorship and the author's relationship with their work ("deciding whether to disseminate the work, the author's recognition of the integrity of the work, etc."). These moral rights cannot be waived and are inalienable.

Economic rights, on the other hand, are related to the economic compensation that the author or right holder can receive for the use of the work. These rights can be assigned. In order to do so, it will be necessary to sign a contract between the authors and the publisher/distributor of the work, where it is determined what can be done with it. These contracts can have a classic format, although nowadays it is more common to fill in a web form that the publisher makes available to the authors.

Along with teaching and research, knowledge transfer is one of the main functions of public universities (Article 1 of the LOU, the Spanish Organic Law of Universities). Several mechanisms are currently available to accomplish this task: scientific publications, dissemination conferences, the creation of Technological or Knowledge-Based Companies (EBTC), contracts under Article 83 of the LOU, etc.

Although it is not a necessary condition, in many cases, the protection of research results will facilitate the development of this transfer. This protection not only allows for the defence of the technology against third parties who wish to use it without the university's consent, but also offers legal security to those persons or institutions that do use it legally. Complementarily, some of these forms of protection, such as patents and the registration of computer programmes, are gaining weight in faculty evaluation systems (six-year transfer periods, accreditation, etc.).

If you want to protect a research result, the patent is the most robust system available. The patent is a property title that grants its holder exclusive rights of use and exploitation, preventing third parties from using it without authorisation, in exchange for making the invention public. Patents have a territorial scope of protection, being valid only in those countries where they are applied for, and the duration of protection is 20 years.

The [Spanish Patent Act](#) makes it clear that inventions created by university research staff "shall belong to the entities whose researchers have obtained them in the exercise of their functions, whatever the nature of the legal relationship by which they are linked to them." In this sense, the University is the holder of the invention (owner) and the research personnel who have participated therein are the inventors, each of them possessing a series of associated rights.

Once the researcher considers that they have a potentially patentable result, they should contact [CINTTEC](#), where they will be advised on the steps to be taken for its protection. The first step will be to assess whether the invention is patentable according to the law, and if so, whether it meets the main requirements for patentability: novelty, inventive step and industrial application. If all of these are affirmative, the next step is to draft and file the patent application with the [Spanish Patent and Trademark Office](#) (OEPM). In the event that ownership of the patent is shared with another institution, [CINTTEC](#) will prepare a co-ownership agreement with the other applicants, where the conditions of use of the patent will be agreed.

There is often concern among research staff concerning the impossibility of publishing if they are going to apply for a patent, as they believe that publication may nullify their novelty. This is only true if the result is published before applying for a patent. When the examining staff of the

Patent Office assesses this aspect, they look for all documents that are accessible to the public before the filing date of the patent. If any document is found, it could invalidate the novelty of the invention; therefore, it is important not to publish or make any kind of communication until the patent is applied for at the corresponding Registration Office. Once the patent application has been filed, all the results of the research can be published.

13. RESEARCH UNDER CONTRACT

Research staff at public universities may carry out research activities under contract with third party entities, whether public or private, under the protection of Article 83 of the LOU, which exempts full-time university teaching staff from incompatibility restraints in this regard. This possibility is included both in the [URJC Statutes](#) and in a Regulation that develops this type of research under contract ([Regulation for the contracting of scientific, technical or artistic work at the URJC](#), approved by the Governing Council on 07/06/2019).

These regulations specify the research activities that can be carried out with third parties, including the following, among others:

- Research and Development Projects.
- Works of artistic creation.
- Technological support activities.
- Technology transfer.
- Provision of services.
- Training on demand.

The URJC must be aware of any collaboration that staff may enter into with other entities. The competent bodies of the University will supervise and sign the appropriate contractual documents, in which all the agreements adopted between the entity contracting the work and the research staff responsible for the execution of the contracted research will be made explicit.

The contracts to be entered into must have a minimum content, which is set out in the Regulations, the following being of particular relevance: definition of the activities to be carried out, timeframe, ownership of the results obtained in the research, the use thereof for publications by the researchers and data protection.

Special consideration must be given to the content of the clauses relating to the ownership of the results generated in the contracted research, as well as those relating to the possible use of these results by the research team for publication (see section 12 of this document).

Details must be given concerning to whom the results of the research will belong: the URJC, the contracting party or whether they will be shared. In the case of results that can be protected by industrial property (patents), please indicate who the owner of the results will be and/or refer to a post-agreement of co-ownership specifying what percentages of ownership correspond to each party, who is responsible for managing the application and how the costs and benefits are to be shared. In the case of results protectable by intellectual property (especially computer pro-

grams), please indicate who will be the holder of the exploitation rights and/or refer to a subsequent co-ownership agreement specifying what percentage of ownership corresponds to each party, who shall be responsible for the registration and how costs and benefits shall be distributed.

Concerning publication, it should be made explicit whether the research staff will be able to publish the results of the research, in whole or in part, and under what conditions, especially if these results will belong to the contracting party or if they will be shared with the URJC.

Research staff carrying out research under contract shall preserve the interests of the University when negotiating the conditions of the contract (although, in any case, these will be reviewed by CINTTEC). Likewise, they shall ensure the safeguarding of pre-existing information and knowledge owned by the University; they shall ensure that the University resources they commit to carry out the research do not satisfy purposes or interests other than those contractually agreed upon and shall not undermine the performance of the functions inherent to their job.

14. OPEN SCIENCE, OPEN ACCESS PUBLISHING AND RELATED PRACTICES

Open Science practices have been recognised and recommended by numerous institutions, including UNESCO itself ([Recommendations on Open Science](#)), but also by the [European Commission](#), which has declared Open Science to be a political priority; the CRUE, in its document [University Commitments to Open Science](#); and the Community of Madrid, through the [Madroño Consortium](#). These practices have been subscribed to by the URJC on several occasions, including the [Institutional Declaration of Universidad Rey Juan Carlos on Science, Education and Open Publishing](#).

Among the different practices recommended by the principles of Open Science, the following can be highlighted:

- Publication of articles in open access.
- Publication of software as free software.
- Publication of data as open data.
- Publication of peer review as open reviews.

In addition, other closely related practices are:

- Publication of open educational resources
- Publication of indicators and relevant research details.

All these practices have become a priority for all institutions since, as stated in the [European Open Science Policy Platform](#): "...it improves the quality, efficiency and reproducibility of research." In general, open science promotes the use of good research practices, reducing misbehaviour in the scientific environment and providing greater visibility of research results, greater ease of reworking of results by other research groups, and thus greater and faster advancement of scientific knowledge.

For these reasons, the staff of Universidad Rey Juan Carlos will try to explore how open science practices and the other related practices mentioned above can be followed. To assist in this task, the University will provide the mechanisms at its disposal, which include among others:

- The University's open publishing platforms (BURJC-DIGITAL).
- Regulations, procedures and recommendations on the use of these platforms, and on open publishing and open science practices.
- The bodies with competences on these issues, and in particular the Research Committee and the Institutional Open Archive Publishing Board.
- The services and offices with responsibilities in these areas, in particular the Research Service, the Library Service, the Publications Service and the Open Knowledge and Culture Office.
- The budgets and resources that all these bodies, the relevant vice-rectorates, and in general, the University, may make available for these purposes, whether in the form of support, incentives, or in any other manner.

In particular, University staff will seek to use open science and open publishing practices (in both research and teaching topics) wherever appropriate and possible, while respecting other University purposes (such as the protection of individuals' data, confidentiality agreements, or copyright).

It is also expected, in this context, that university staff will receive appropriate training on these issues, and the necessary resources and support to advance their knowledge of these practices, in the implementation of projects aimed at improving and deepening them, or to study how to develop good practices in this area, and ultimately, to create communities of interest, in collaboration with other actors in the university community, concerning open science, open educational resources and other related practices.

15. MANAGEMENT AND USE OF DATA AND MATERIALS RESULTING FROM RESEARCH

Universidad Rey Juan Carlos is committed to complying with the highest standards in relation to the use of data and materials in the research; research staff shall therefore comply with the ethical and legal requirements relating to the collection, use and storage of data, paying special attention to personal data and bearing in mind that the purpose of the research process must be such that it can be known and published.

To this end, researchers should collect data accurately, efficiently and in accordance with a Data Management Plan, drawn up prior to the research and reflecting the systems and procedures for the collection, recording, conservation and, where appropriate, destruction of data and materials, which should be included in the research protocol.

This plan for the collection, handling, custody and conservation of the data must follow the **FAIR** (Findable, Accessible, Interoperable, and Reusable) Principles for the management and administration of scientific data. In this manner, the research team will ensure that the data can be Findable, Accessible, Interoperable, and Reusable for subsequent publication.

The various data processing guidelines derived from the new **Horizon Europe Programme**, which specifically integrates the data processing principles set out in the **General Data Protection Regulation (EU) 2016/679** (GDPR), shall also be respected, so that data that can be used for the publication of research results – including discordant, negative and potentially unsuccessful results – are to be collected with precision and indicating the methodology used, be anonymised or pseudo-anonymised as far as possible in the case of personal data, and be kept during the legally established period, thus allowing for possible consultation and verification of the published results. Confidentiality and applicable regulations will always be respected, and there will be traceability and inalterability to ensure that there is a record of who has access to the data and, where appropriate, of any alteration, amendment or change that is made to the data.

In the case of materials or data requiring specific storage conditions, records relating to these parameters shall also be available. In the case of data recorded on electronic media, the Plan should refer to measures concerning possible back-up copies, their location and the means of access to them.

When the research involves the processing of personal data, the researchers will be responsible for the custody and correct processing of said data and must respect the applicable regulations on data protection, in particular, the aforementioned **GDPR** and **Organic Law 3/2018, on the Protection of Personal Data and the Guarantee of Digital Rights** (LOPDGDD).

In this regard, the processing of personal data must be carried out in full compliance with the principles established by the GDPR, especially those concerning lawfulness, transparency and minimisation. Thus, the processing of data will be based on one of the legitimate legal bases established in article 6 of the GDPR, and in particular, on the informed consent of the data subjects, so that they know clearly and in simple terms what data are going to be collected and processed, the purpose for which they are collected, whether they are going to be communicated, as well as the time periods for their storage and the entirely voluntary nature of their participation. The rights to which they are entitled – access, opposition, suppression, limitation or portability, if applicable – and the way to exercise them must also be explicitly stated, explicitly facilitating contact with the URJC's Data Protection Delegate, via the e-mail address protecciondatos@urjc.es.

The collection of data must be conducted through the informed consent document which, in addition to indicating the aforementioned aspects, must be limited to collecting the minimum personal data necessary for the research. In this sense, it is important to mention that according to **Organic Law 3/2007, of 22 March, for the effective equality of women and men** (LOEIMH), the collection of personal data should include the sex variable, in order to incorporate the gender perspective in the research.

The data must be kept for the minimum period necessary for the purpose for which they have been collected, and may not be used, other than in exceptional cases, or previously anonymised, for purposes other than those indicated to the data's owners when they were collected.

Research staff are obliged to respect confidentiality and, where appropriate, the duty of secrecy, in relation to the data of which they may have knowledge, as well as to process them in a transparent and loyal manner, and to comply with all security measures for their safekeeping, in particular as regards the use of technological means, complying with URJC's **ICT regulations** and

using, whenever possible, pseudonymisation or anonymisation measures for the data, as indicated above.

The use of the checklist that can be found in the document *How to complete your ethics self-assessment* approved by the European Commission in the framework of the Horizon Europe Programme, as well as the *Ethics and Data Protection Tree* tool, also created in this programme, can be particularly useful for verifying the correct processing of personal data.

When necessary, in particular in those cases in which data relating to special categories are used, with greater protection due to their sensitive nature (Article 9 of the GDPR), an assessment of the impact of the processing operations on the protection of the personal data of those participating in the research will be carried out, which will allow for a preventive assessment of their necessity and proportionality and the adoption of the necessary technical and organisational measures in order to reduce the risks to privacy and other rights and freedoms of natural persons to an acceptable level.

Research staff can find more information about legal and ethical requirements on the [URJC's data protection website](#), which includes a section on research, as well as on the [website of the Research Ethics Committee](#). Any questions about data protection can also be addressed to protecciondedatos@urjc.es.

16. GENDER

Using the definition of gender mainstreaming proposed by the [European Institute for Gender Equality](#) (EIGE), good practices in the development of gender-sensitive research activity will be considered as those initiatives that represent an advance or innovation in the integration of perspectives concerning gender equality, women or feminism, demonstrating some success and impact that can help other universities or research centres to create a gender-sensitive research framework.

Actions that can be considered as good practices will be classified into two groups: equal opportunities between men and women in research, and gender-sensitive research content. The first group is linked to the relationship that the university establishes with its research staff, from the pre-doctoral phase, with doctoral students and their various grants – both the university's own (grants with departments) and external grants (such as the FPU and FPI) –, contracted research staff associated with group or departmental projects, and the rest of the teaching and research staff (PDI), both civil servants and employees, who carry out their research work as part of their job. The second is focused on the process and content of the research itself, from the design phase, methodology, results and their transfer to society.

At both the national and the international level, gender mainstreaming in research is part of the gender equality objectives. The new [Horizonte Europa 2021-2027](#) (European Horizon) incorporates gender equality as a transversal element and among the new features is the requirement for the entity applying for funding to have a [Gender Equality Plan](#) (GEP), as well as to integrate the gender dimension in research and innovation. In this regard, [Article 7\(6\) of the Horizon Europe Research and Innovation Framework Programme](#) states that: "The Programme shall en-

sure that equal opportunities are effectively promoted and that gender mainstreaming, including the integration of the gender dimension in the content of R&D&I, is implemented. It shall aim to address the causes of gender imbalance. Particular attention will be paid to ensuring gender balance, as far as possible, in evaluation panels and other relevant advisory bodies such as committees and expert groups.

The Council of Europe provides some key concepts in order not to confuse the terms sex and gender. The analysis of sex/gender variables is essential at all stages of research, since in some cases biological characteristics (sex) and in others the evolving social and cultural characteristics of women and men (gender) shall be considered.

The primary legislative framework that establishes the principles for action by the public authorities, regulates the rights and duties of natural and legal persons, both public and private, and provides for measures aimed at eliminating and correcting all forms of discrimination on grounds of sex, is [Organic Law 3/2007 of 22 March](#) and its implementing regulations. On the other hand, [Law 14/2011, of 1 June, on Science, Technology and Innovation](#) or [Organic Law 4/2007, of 12 April, which modifies Organic Law 6/2001, of 21 December, on Universities](#), incorporate aspects related to gender equality that must be taken into account.

In addition to the aforementioned regulatory framework, it is necessary to take into account the set of regulations, plans or protocols that the URJC has adopted in order to respond to current legislation in relation to gender equality and diversity. In this sense, the following documents should be mentioned:

- URJC's current Equality Plan.
- Protocol for the prevention of and action against harassment at the Rey Juan Carlos University.
- Protocol for the management and procedures related to gender identity at the Rey Juan Carlos University.

The following are considered good practices in terms of equal opportunities between men and women in research:

- The publication of calls for the recruitment of research staff shall guarantee the principles of transparency, equality, merit and capacity, and will use non-sexist language.
- If necessary, URJC networks will be used to publicise calls for applications and encourage applications from women.
- The staff of committees and other selection bodies will ensure a balanced presence of women and men. Depending on the area of knowledge, there may be difficulties in finding people of the under-represented sex; in this case, the area of knowledge will be broadened.
- As far as possible, blind CVs will be assessed at the time of evaluation.

In terms of **training**, efforts will be made to:

- Provide training on the principles of gender equality to research staff in general, as well as to staff who are part of the selection bodies.
- Train researchers in the incorporation of the gender perspective in their lines of research.
- Develop transversal doctoral training actions related to gender and equality.

- Train and inform research staff on the internal regulatory framework on equality.

In relation to **professional development**, the following will be taken into account:

- Include special attention for the improvement of female leadership in the URJC mentoring programme.
- Promote scientific projects with a gender perspective, parity in research teams and the increase of women as principal investigators.

The establishment of the gender perspective as a cross-sectional category in scientific and technical research, taking it into account in all aspects of the process, is considered good practice in terms of gender equality in the process and content of research, and with this in mind, the following objectives will be pursued:

- Supporting the creation and development of centres dedicated to gender-related research (institutes, research centres, chairs, etc.) that facilitate, for example, the interaction of teaching staff linked to gender studies, dialogue with public or private bodies or the creation of agreements.
- Creating prizes for the best research related to equality or gender or that has effectively incorporated the gender perspective.
- Supporting the creation and development of specific gender equality degrees and related doctoral programmes (such as the [Doctoral Programme in Interdisciplinary Gender Studies](#)).

17. RESEARCH MALPRACTICE

Research malpractice includes all conduct that contravenes principles ensuring the integrity of good practice in research, making it impossible to produce a satisfactory result in the research process and damaging the professionalism and credibility of the research.

Universidad Rey Juan Carlos wishes to avoid malpractice by research staff, and thus, it strives to ensure that all researchers are aware of the behaviours that constitute bad practice in the research process.

Non-compliance with good research practice can occur in a number of ways in the proposal, conduct or presentation of research results:

- Falsification and misrepresentation of data in processes consisting of inventing or manipulating processes, data and/or results without justification.
- Plagiarism as conduct leading to the improvement of one's own results through the processing of information from others whose authorship is acknowledged in publications of the original author, without properly citing the authentic source, thus producing an infringement of authorship rights.
- Manipulation of interests and authorship of the research.
- Failure to comply with the regulations on the prevention of risks to humans, animals and the environment in the field of the experimentation carried out.
- Failure to comply with ethical, legal and professional obligations.

- Misuse of personal data.
- Concealment of misconduct or inadequate treatment of allegations of misconduct, evading the obligation to investigate alleged offences committed.
- Intentionally withholding or concealing investigation results.
- Inciting non-compliance with the integrity of the investigation through the professional expertise of investigative staff.
- Any other conduct that contravenes legal, regulatory or ethical provisions governing the proper functioning of the research process and ensuring the integrity of research results.

When the development of a research activity that has been awarded a Certificate of Good Practice does not comply with the conditions and requirements established for its award, the URJC Research Ethics Committee, after prior notification, may agree to the temporary suspension of the research activity, as stated in Article 26 of the Rules of the URJC Research Ethics Committee (*Reglamento del Comité de Ética de la Investigación de la URJC*). This temporary suspension will be lifted when the person responsible for the research accredits, before the said Committee, that the deficiencies have been corrected. However, if within a period of three months the person responsible for the research does not accredit that this correction has taken place, the URJC Research Ethics Committee may agree to the indefinite suspension of the Good Practice Certification.

18. REFERENCES AND LEGAL FRAMEWORK

In order of appearance:

Preface

- Code of Conduct for Research Integrity (ALLEA-All European Academies): https://www.allea.org/wp-content/uploads/2018/01/SP_ALLEA_Codigo_Europeo_de_Conducta_para_la_Integridad_en_la_Investigacion.pdf
- National Declaration of Scientific Integrity (COSCE-CRUE-CSIC): https://www.crue.org/wp-content/uploads/2020/02/Declaraci%C3%B3n-Nacional-Integridad-Cient%C3%ADfica_.pdf

Aims and principles of the Manual

- Commission Decision (EU) 2016/835 of 25 May 2016 on the renewal of the mandate of the European Group on Ethics in Science and New Technologies. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016D0835>.

Formulation and development of the research project

- Research Ethics Committee (URJC): <https://www.urjc.es/i-d-i/etica-de-la-investigacion>
- Rules Governing the Research Ethics Committee (URJC): https://www.urjc.es/images/Investigacion/comite_etico_investigacion/REGLAMENTO%20DEL%20CEI%20URJC.pdf

Conflict of interest

- National and European legislation on incompatibilities and conflicts of interest: https://www.oecd-ilibrary.org/governance/managing-conflict-of-interest-in-the-public-service_9789264104938-en

Research involving human beings

- Law 14/2007, 3 July, on Biomedical Research: <https://www.boe.es/eli/es/l/2007/07/03/14>
- Regulations on personal data protection (URJC): <https://www.urjc.es/proteccion-de-datos/6994-normativa-aplicable>
- European Charter for Researchers: <https://euraxess.ec.europa.eu/jobs/charter/european-charter>
- Guidelines on the participation of URJC students in research projects published on the website of the Research Ethics Committee: https://www.urjc.es/images/Investigacion/comite_etico_investigacion/DIRECTRICES DE INVESTIGACION CON ALUMNADO DE LA URJC.pdf

Animal research

- Directive 2010/63/EU of the European Parliament and of the Council of 22 September 2010 on the protection of animals used for scientific purposes: <https://www.boe.es/doue/2010/276/L00033-00079.pdf>
- Royal Decree 53/2013, of 1 February, which establishes the basic applicable standards for the protection of animals used in experimentation and other scientific purposes, including teaching: https://www.boe.es/diario_boe/txt.php?id=BOE-A-2013-1337
- Agreement on transparency in animal experimentation: <https://cosce.org/acuerdo-de-transparencia/>
- Confederation of Scientific Societies of Spain (COSCE): <https://cosce.org/>
- European Association for Animal Research (EARA): <https://www.eara.eu/>

Research with biological risk agents or genetically modified organisms

- Occupational Risk Safety and Prevention Service: <https://www.urjc.es/actualidad/noticias/898-prevencion>

Research sustainability

- Sustainable Development Goals (SDG) set by the UN: <https://www.un.org/sustainabledevelopment/es/sustainable-development-goals/>
- Nagoya Protocol: <https://www.cbd.int/abs/doc/protocol/nagoya-protocol-es.pdf>
- Convention on Biological Diversity: <https://www.cbd.int/>
- Guide for the design and development of actions in accordance with the principle of not causing significant damage to the environment: https://sede.idae.gob.es/lang/extras/tramites-servicios/2021/MOVES_Proyectos_Singulares_II/11.Guia_Principios_DNSH.pdf
- European Green Deal: https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal_es
- EU Taxonomy Regulation: <https://eur-lex.europa.eu/legal-content/ES/TXT/PDF/?uri=CELEX:32020R0852>
- URJC Social Responsibility Report (2020): <https://transparencia.urjc.es/compromiso/doc/informe-rsu-2020.pdf>

- Green Office (URJC): <https://www.urjc.es/idi/5426-oficina-verde>
- URJC Agenda 2030 Observatory: <https://oficinaverdeurjc.wordpress.com/objetivo-2030-ods/>
- GreenMetric World University: <https://greenmetric.ui.ac.id/>
- Energy Efficiency Unit: <https://www.urjc.es/unefe>

Authorship

- Publication Ethics Committee: <https://publicationethics.org/guidance>
- International Committee of Medical Journal Editors: <http://www.icmje.org/recommendations/translations/spanish2021.pdf>

Publication and dissemination of research results

- Scientific Culture and Innovation Unit: <https://www.urjc.es/idi/cultura-cientifica>

Intellectual and industrial property

- Intellectual and industrial property policies at URJC: https://www.urjc.es/images/Investigacion/normativa/Reglamento_URJC_PRI.pdf
- Centre for Innovation, Technology and Knowledge Transfer (CINTTEC): <https://www.urjc.es/idi/cinttec>
- Organic Law 6/2001, of 21 December, on Universities. <https://www.boe.es/buscar/pdf/2001/BOE-A-2001-24515-consolidado.pdf>
- Law 24/2015, of 24 July, on Patents: <https://www.boe.es/eli/es/l/2015/07/24/24/con>
- Spanish Patent and Trademark Office: <https://www.oepm.es/es/index.html>

Research under contract

- URJC Statutes: <https://www.urjc.es/universidad/presentacion/183-estatutos>
- Regulations for the contracting of works of a scientific, technical or artistic nature at URJC: https://www.urjc.es/images/Intranet/pdi/investigacion/normativa_investigacion/reglamentos_investigacion/reglamento%20Art%2083%20aprobado%20en%20CG20190607 .pdf

Open science, open access publishing and related practices

- UNESCO Open Science Recommendations: https://unesdoc.unesco.org/ark:/48223/pf0000378841_spa.locale=en
- Open Science Policy of the European Commission: https://ec.europa.eu/info/research-and-innovation/strategy/strategy-2020-2024/our-digital-future/open-science_en#documents
- Commitment of Spanish universities to implement Open Science (CRUE): <https://www.crue.org/2019/02/crue-aproves-compromiso-open-science/>
- Madroño Consortium: https://www.consorciomadrono.es/docs/declaracion_ciencia_abierta.pdf
- Institutional Declaration of Universidad Rey Juan Carlos on Science, Education and Open Publication: <https://www.urjc.es/images/ofilibre/DCEPA-URJC.pdf>
- European Open Science Policy Platform: https://ec.europa.eu/info/research-and-innovation/strategy/strategy-2020-2024/our-digital-future/open-science_en
- URJC Open Publishing Platform (BURJC-DIGITAL): <https://burjcdigital.urjc.es/>

- Regulations, procedures and recommendations on the use of these platforms, and on open publication and open science practices: <https://www.urjc.es/images/Biblioteca/Servicios/AccesoAbierto/reglamento-de-acceso-y-open-culture-of-the-rey-juan-carlos-university.pdf>
- Research Commission: <https://www.urjc.es/idi/comision-de-investigacion>
- Publication Council of the Institutional Open Archive: <https://www.urjc.es/images/Biblioteca/Recursos/BURJCDigital/ReglamentoBURJCDigital.pdf>
- Research Service (URJC): <https://www.urjc.es/idi/servicio-de-investigacion>
- Library Service (URJC): <https://www.urjc.es/en/estudiar-en-la-urjc/biblioteca>
- Publications Service (URJC): <https://burjcdigital.urjc.es/handle/10115/6527>
- Free Knowledge and Culture Office (URJC): <https://www.urjc.es/ofilibre>

Management and use of data and materials resulting from research

- FAIR Principles: <https://datos.gob.es/es/noticia/principios-fair-buenas-practicas-para-la-gestion-y-administracion-de-datos-cientificos>
- Horizon Europe 2021-2027: <https://www.horizonteeuropa.es/que-es>
- General Data Protection Regulation (EU) 2016/679: <https://www.boe.es/doue/2016/119/L00001-00088.pdf>
- Organic Law 3/2018, on the Protection of Personal Data and Guarantee of Digital Rights: <https://www.boe.es/eli/es/lo/2018/12/05/3/con>
- Organic Law 3/2007, of 22 March, for the effective equality of women and men (LOEIMH): <https://www.boe.es/buscar/pdf/2007/BOE-A-2007-6115-consolidado.pdf>

URJC ICT regulations: <https://infotica.urjc.es/pages/viewpage.action?pagelId=41254917>

- European Commission, "How to complete your ethics self-assessment" https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf
- European Commission, "Ethics and data protection decision tree": <https://ec.europa.eu/assets/rtd/ethics-data-protection-decision-tree/index.html>
- Data protection (URJC): <https://urjc.es/proteccion-de-datos>

Gender

- European Institute for Gender Equality (EIGE): <https://eige.europa.eu/es/in-brief>
- Horizon Europe Gender Equality Plan 2021-2027: https://ec.europa.eu/info/research-and-innovation/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation_en#:~:text=As%20detailed%20in%20the%20last,research%20organisations%20from%20EU%20Member
- Regulation (EU) 2021/695 of the European Parliament and of the Council of 28 April 2021, which creates the Framework Programme for Research and Innovation "Horizon Europe", establishes its rules of participation and dissemination, and repeals the Regulations (EU) No. 1290/2013 and (EU) No. 1291/2013: <https://boe.gob.es/doue/2021/170/L00001-00068.pdf>
- Organic Law 3/2007, of 22 March, for the effective equality of women and men: <https://www.boe.es/buscar/act.php?id=BOE-A-2007-6115>

- Law 14/2011, on Science, Technology and Innovation: <https://www.boe.es/buscar/act.php?id=BOE-A-2011-9617>
- Organic Law 4/2007, of 12 April, which modifies Organic Law 6/2001, of 21 December, on Universities: <https://www.boe.es/buscar/doc.php?id=BOE-A-2007-7786>
- Current Equality Plan of the URJC: https://www.urjc.es/images/EstudiarURJC/vida_universitaria/compromiso_social/Unidad_Igualdad/plan_de_igualdad.pdf
- Protocol for prevention and action against harassment at the URJC: https://www.urjc.es/images/Universidad/Presentacion/normativa/Protocolo_acoso_Rey_Juan_Carlos.pdf
- Protocol for the management and procedures related to gender identity at the Rey Juan Carlos University: https://www.urjc2030.es/ui/wp-content/uploads/sites/10/2020/11/Protocolo_Procedimientos_Identidad_de_genero_URJC.pdf
- Doctoral Programme in interdisciplinary gender studies (URJC): <https://www.urjc.es/universidad/facultades/escuela-internacional-de-doctorado/523-programa-de-doctorado-en-estudios-interdisciplinarios-de-gender-interuniversitari>

Other Codes of Ethics used as a reference for the preparation of this Manual:

The elaboration of this Manual would not have been possible without the previous work reflected in other codes that have preceded it. Among which we can mention:

- Code of Good Scientific Practices. CSIC
- Code of Good Scientific Practices. Instituto de Salud Carlos III
- Code of Good Practices in Research of Universidad Autónoma de Madrid
- Code of Good Practices in Research of Universidad de Cantabria
- Code of Good Practices in Research of Universidad Complutense de Madrid

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