









- Vice Chair of Research is expected to confirm that each investigator is aware of the various school, department and division resources that support researchers and their activities, including access to statistician input and review of study design, analyses and publications.
- Vice Chair of Research is encouraged to require that faculty and staff complete the Data Integrity and Security class presented by DOCR, as appropriate.

### **3. Departmental efforts to promote a culture of scientific accountability.**

HNS&CS leadership will also take steps to support, guide and ensure a culture of scientific integrity, including the actions listed below.

- HNS&CS Vice Chair of Research and Chief Administrative Officer will organize SCAP working group meetings with laboratory PIs and quarterly meetings with laboratory managers and staff to provide a forum for faculty and staff to raise any concerns about their research laboratory environment and findings from audits and IRB reviews, when needed.
- Work with the SOM to develop institutional policies and modules in training of responsible conduct of research and ensuring data integrity
- Work with all the Centers or Institutes in which faculty from HNS&CS reside to ensure alignment and integration with their programs of scientific accountability.
- Develop a mentorship program for new investigators that includes an emphasis on the principles outlined above. Strengthen the understanding that adhering to the SCAP principles is relevant to how we provide patient care and useful to future studies in humans.
- Confirm that each clinical research staff member takes the Human Subjects Research at Duke training course and annual recertification, as currently mandated by the SOM.
- Require each investigator with active IRB protocol(s) completes role-based training in Informed Consent Process, Data Integrity and Security and Study Documentation, as coordinated by the HNS&CS CRU.
- Promote the sharing of best practices regarding data integrity through a central resource of documents and materials available to all HNS&CS faculty and trainees. Provide software solutions, analytical support and other resources as appropriate.
- Validate the HNS&CS CRU's research data security plan in the IRB application.
- Develop training and resources regarding conflict of interest and implementation of material transfer agreements and data use agreements.
- Educate the faculty and staff of the Department about available resources and reporting mechanisms for scientific accountability, such as:
  - The NIH Office of Research Integrity <https://ori.hhs.gov>
  - Guidelines for the Proper Handling of Digital Image Data. *What's in a picture? The temptation of image manipulation* <https://rupress.org/JCB/article/166/1/11/34064/What-s-in-a-picture-The-temptation-of-image-manipulation>
  - Online Learning Tool for Research Integrity and Image Processing <https://ori.hhs.gov/education/products/RlandImages/default.html>
  - The Compliance and Fraud Hotline: To anonymously report a suspected compliance violation or concern, the Compliance and Fraud Hotline at Duke is at 800-849-9793.