

BPC
CODE OF GOOD SCIENTIFIC PRACTICES

1. INTRODUCTION.
2. GENERAL PRINCIPLES OF RESEARCH ACTIVITY.
3. RESEARCH PROTOCOLS.
4. SCIENTIFIC PUBLICATIONS.
5. ASSESSMENT, REVIEW, ADVICE AND CONFLICT OF INTEREST.
6. PERFORMANCE PROTECTION MANAGEMENT. INTELLECTUAL PROPERTY, INDUSTRIAL PROPERTY, STATE OF THE ART.
7. COLLABORATIONS.
8. ENVIRONMENT AND INSTITUTIONAL RESPONSIBILITY.
9. NORMATIVE REFERENCES AND BIBLIOGRAPHY.
10. CHANGE CONTROL SHEET.

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1.- INTRODUCTION.

The Centro de Investigación del Cáncer de Salamanca- Instituto de Biología Molecular y Celular del Cáncer (hereinafter CIC-IBMCC) is a Joint Research Institute of the University of Salamanca (USAL) and the State Agency of the Spanish National Research Council (CSIC), which aims to develop cancer research at a multidisciplinary level by integrating basic, clinical and translational research groups from departments of the USAL and the CSIC, as well as research groups of the University Hospital of Salamanca and other institutions, related to cancer research

The Cancer Research Foundation of the University of Salamanca (hereinafter FICUS) is a public research body in health and life sciences that carries out top-level research, in accordance with current regulations and good scientific practices .

As stated in article 6 of the FICUS Statutes, the Foundation's objective is to promote and carry out oncological research within the CIC-IBMCC (CSIC-USAL) or other specialized research organizations. In order to fulfill this objective, the FICUS will, among other activities, ensure the ethics and deontological principles of the research, as well as the fulfillment of the commitments that the Foundation or the researchers establish with the entities that support the research, rationalizing the use of the means available for the fulfillment of the foundational purposes. In this sense, FICUS watches over the quality of the research carried out and has the responsibility of guarantee that the research is carried out according with legislation in force and good scientific practices.

The Code of Good Scientific Practice is the document that establishes guidelines for action, criteria, ethics and quality, and good scientific practices in carrying out research activities within the CIC-IBMCC (USAL-CSIC) and FICUS, which sets out the guidelines for avoiding conflicts, not incurring in unfair practices or falsifying results and ensuring respect for the authorship of publications and ownership of discoveries.

El presente código incluye normativa de obligado cumplimiento y será de aplicación a todas las investigaciones que se desarrollen total o parcialmente en el CIC-IBMCC (USAL-CSIC) / FICUS por personal investigador vinculado a él, incluyendo el personal visitante, becarios o estudiantes que puedan relacionarse con dichas investigaciones y/o acuerdos, así como al personal de apoyo a la investigación en el desarrollo y gestión de proyectos, comprometiéndose todos ellos a llevar a cabo una investigación íntegra y de excelencia.

This code includes mandatory regulations and will be applicable to all research carried out totally or partially at CIC-IBMCC (USAL-CSIC) / FICUS by research personnel linked to it, including visiting personnel, scholars or students who may be related to such research and/or agreements, as well as research support personnel in the development and management of projects, all of whom are committed to carrying out integrated and excellent research.

Their goals are:

- a) To promote that the investigations carried out in the scope of the FICUS are developed fulfilling the maximum standards of rigor, honesty and responsibility.
- b) To promote the acquisition of good scientific practices in all aspects, dimensions and stages of scientific activity, including also the training stage of researchers.

c) To encourage reflection on the ethical issues related to research, its benefits and risks.

Likewise, the CIC-IBMCC (USAL-CSIC) / FICUS adopts, for all its staff, the ethical principles and professional responsibilities related to research activity, contained in the "**National Declaration on Scientific Integrity**" signed by different institutions in 2015, and the proposal of the COSCE of 2016 on the "**Transparency Agreement on the use of animals in scientific experimentation in Spain**" as it is stated in the list of entities adhered to that agreement.

The CIC-IBMCC (USAL-CSIC) / FICUS will guarantee the knowledge of this code by the researchers, by means of its diffusion from its web page www.cicancer.org as well as from other supports and means of support and promotion to the research.

All researchers must be aware of this code and must ensure that they comply with the principles and recommendations in the code. CIC-IBMCC (USAL-CSIC) / FICUS personnel with responsibilities in the management of research must guarantee compliance with these principles and recommendations

The center's management will ensure that research projects meet high quality criteria and comply with the recommendations set out in this code of good research practice.

The final link in the guarantees that ensure ethically sound research lies in the personal commitment of researchers not to engage in unfair practices, falsify results or authorship of research.

2.- GENERAL PRINCIPLES OF RESEARCH ACTIVITY.

Good scientific practice is based on the **fundamental principles of integrity in research**, affects all aspects related to the scientific research process, and includes a set of actions and responsibilities applicable to both institutions and all actors involved in the research process, compliance with which is aimed at preserving sound, reliable and quality science.

These principles are as follows:

- Professionalism and professional rigor to guarantee the quality of the research, which will be reflected in its design, methods, analysis and use of resources.
- The principle of scientific knowledge is the ability to wonder or question the reason for facts or situations not yet investigated or resolved. Science pursues objective knowledge that can be assumed to be true. To achieve this, it follows a reflective process that has two phases: methodical doubt and justification of the explanatory hypothesis.
- Observation and experimentation in the laboratory or in the natural environment are intended to obtain data that will provide appropriate answers to the scientific questions posed. For this reason, research should be carried out following well-designed working protocols that can be examined and understood, if necessary, by any researcher in the given scientific field.
- In scientific research, the data from experiments and observations, and the materials used, are the basis for the results and publications. For this reason, it is necessary, in case of doubt, to be able to reconstruct the experiments and understand the basis of their interpretation. Bearing in mind that the ownership of the data always belongs to the

institution where the work has been done, the materials must be preserved or at least their origin clearly documented.

- The institution should provide researchers and trainees with sufficient material means, as well as appropriate storage media for the data obtained, to enable any expert in the field to understand and reproduce them.
- Material and financial resources must be used effectively and efficiently and administered correctly and responsibly, in a way that enables or facilitates the achievement of the intended objectives and thus generates the highest possible degree of confidence in society. This is particularly important in view of the limited financial and material resources.
- Science, as a search for knowledge, is on principle, the enemy of fraud. However, there is the possibility of deviations in the activity of researchers, seeking undeserved fame or merit, or even in some cases, personal or institutional economic benefits. This type of deviation is the greatest threat to the proper development of scientific practice and is the ultimate responsibility of the scientist who practices it.
- Scientists are obliged to adjust their activity to certain ethical principles such as these:
 - Intellectual honesty in the development, execution, review and dissemination of research, which will be carried out in a transparent, fair and impartial manner.
 - Respect for all members of the scientific community, research participants, society, ecosystems and cultural heritage within the framework of sustainable scientific research.
 - Accountability for all actions and decisions in all aspects, dimensions and stages of the investigation

2.1.- Leadership and cooperation in the research group.

The complexity of today's scientific research almost always requires teamwork and the use of common methodologies, human resources and infrastructure organized through research projects or programs.

Research teams, defined as the group of researchers and technical personnel that develop a specific project, must have at least one project or research line manager, who will exercise the leadership of the team and its representation.

The responsibilities and the composition of the research group are usually clearly established in the financing or resource allocation documents for the project or programs that define it, and must be strictly respected, except in cases of force majeure, throughout its duration

All members of a research team, each in his or her own field of responsibility, must renounce initiatives that could jeopardize the proper development of the project and must actively participate in the activities proposed and organized in the teams

Researchers who lead research groups or teams have to assume the responsibilities that this leadership entails, both in the scientific aspect, guaranteeing the appropriate direction of the scientific research, and in the organizational and management aspects of it

Each CIC-IBMCC (USAL-CSIC) / FICUS principal investigator, junior or senior, will be required to develop original research projects and will be required to be professionally consistent with this code of good scientific practice.

The heads of research teams should promote a working environment in which their members can be trained and in which the exchange of knowledge and the achievement of common research objectives are encouraged.

Likewise, those in charge should generate an atmosphere of mutual cooperation with the other researchers so that they can show their skills and encourage an exchange of ideas and knowledge that will improve the results and promote cooperation with other research teams to encourage the exchange of ideas between researchers. In no case shall the research work of potential competing groups be hampered, the transmission of scientific results delayed, or their oral or written dissemination prevented or impeded. Scientists should always be open to criticism, doubts and comments expressed by other teams and colleagues and by society in general.

2.2.- Honesty, integrity and transparency.

CIC-IBMCC (USAL-CSIC) / FICUS will promote the research culture, honesty in research and the exchange of ideas and knowledge among researchers.

Research personnel should not infringe on intellectual property rights, practice plagiarism, or selectively manipulate or present results.

Honesty should govern the activities of evaluating scientific articles, research projects or the scientific activity of others.

2.3.- Supervision, training and mentoring of research staff.

The training of young researchers should not be limited to the learning needed to carry out their research work, but should include knowledge of good scientific practices, teamwork and coexistence within the research group and the research center, as well as the management of the different resources available to the center.

CIC-IBMCC (USAL-CSIC) / FICUS must guarantee that researchers receive rigorous training in research design, methods and analysis; adequate training in research ethics, scientific integrity, good scientific practices and the most relevant legal regulations. The CIC-IBMCC (USAL-CSIC) / FICUS must guarantee that all researchers receive continuous training in these subjects throughout their professional career.

The tutors of the research staff are the team leaders of the trainee researchers, who are ultimately responsible for the research they carry out.

Tutors of research staff in training are subject to the following obligations:

- Be an expert in your discipline in order to properly instruct and direct researchers in training.
- To carry out its work in such a way as to set an example for research trainees to follow.

- To provide the researcher-in-training with the appropriate scientific means and environment, taking into account their training needs and avoiding unfair or arbitrary pressures.
- To provide researchers in training with knowledge of safety and occupational risk prevention regulations, and to inform them of the obligation to comply with them.
- To encourage knowledge of and compliance with this code of good scientific practice and to promote a critical spirit in the evaluation of its scientific work.
- Recognize the work of trainee researchers and be rigorous and fair in recognizing their contributions as authors in publications.
- Introduce and support trainee researchers in discussion forums and scientific meetings and advise them on their future.

Researchers in training are subject to the following obligations

- To integrate fully into the research team and to participate loyally and actively in the work or project assigned for their training.
- Follow the advice and recommendations of the tutor and inform him/her of your possible initiatives and the progress of their results. Communicate any difficulties or problems you encounter in the development of your work.
- Be informed of and comply with safety rules and procedures, as well as respect the Code of Good Scientific Practice.
- Participate in scientific activities, discussion forums, seminars, etc., related to the development of their work.
- Obtain the authorization of their tutor and acknowledge their contribution in the oral or written dissemination of their results.
- Respect and value the management, administration and tasks related to the research activity, as well as the good use of the material means and facilities available.
- Fulfill the duty of secrecy and confidentiality as necessary.

2.4.- Proper use of resources

The financial and material resources allocated to research and its management must be used correctly and responsibly, being particularly important because these resources are limited.

Thus, the staff of CIC-IBMCC (USAL-CSIC) / FICUS is obliged to use the resources with criteria of responsibility, efficiency, in accordance with health and safety standards and respecting the environment.

2.5.- Currículum Vitae

The curriculum vitae (CV) is a reflection of the research activity and in no case should it be the end of it.

It is collected in a document detailing a person's personal data, training and professional experience. The CV must comply with standardized formats and collect the information in an orderly manner.

Truthfulness and clarity are essential requirements for the preparation of the CV. Its content and authenticity are the sole responsibility of its holder.

3.- RESEARCH PROTOCOLS.

Research should be carried out following well-designed working protocols. The protocol shall contain relevant information concerning the development of the project, such as the background, hypothesis, objectives, methods, composition of the research team, the work plan and timetable foreseen for each phase of the research, the distribution of tasks, the material resources foreseen, an economic evaluation of the costs and budget of the project and the forecast of the dissemination of the results

The protocols must be carefully designed with the purpose of the best use of resources, always taking into account the rules of prevention of occupational risks and the general rules of the CIC-IBMCC (USAL-CSIC) / FICUS and the laboratory and considering the following aspects:

3.1. - Research with experimental animals.

Personnel involved in procedures requiring the use of experimental animals shall have accredited training that enables them to perform the duties referred to in national and European legislation.

Procedures and projects using experimental animals should be governed by the principle of the three R: (i) Replacement of animals with other test methods or strategies (ii) Reduction of the number of animals used in the experiment to the minimum necessary and (iii) Refinement, or use of procedures that eliminate or minimize adverse effects on animal welfare.

3.2. - Research with human beings.

Researchers conducting research on human beings or using biological samples of human origin or personal data should be particularly rigorous in complying with the regulations applicable to each case and should always have favorable reports from the relevant committees.

When a clinical trial is carried out with medicines or medical devices, or when these form part of a research project, a favorable report from the corresponding ethics committee and authorization from the Spanish Agency for Medicines and Medical Devices must also be requested and obtained.

Researchers must also request and obtain the express consent of the persons who agree to participate in a research project - or of their guardians or representatives, if they are minors or incapable of consenting. Where appropriate, the financial compensation to be received by the subjects participating in the project should be specified.

Researchers must undertake to keep the personal data of project participants duly confidential, both in the processes of obtaining, processing and storing them and in the

subsequent publication of the results. In general, data that could lead to the identification of participants should be rendered anonymous, except when the characteristics of the study require another procedure, which is duly justified. As a rule, where data cannot be anonymized, pseudonymization procedures should be employed so that researchers do not have direct access to the personal identification data of the human participants in the research. The existing law on the protection of personal data must be complied with.

Researchers shall undertake not to transfer data or biological samples to other projects or other researchers, or to make any use other than that for which consent was obtained, without the authorization of the donors or the relevant research ethics committee.

3.3. - Genetically Modified Organisms.

If Genetically Modified Organisms are to be used in research, the relevant legislation shall apply.

3.4. - Obtaining, recording, storage, custody and conservation of materials and results.

The registration, storage and custody of the material (samples, data) of a research project is the responsibility of the principal investigator.

Any exchange of materials with other institutions will require the signature of the corresponding transfer agreement stipulating all the conditions of assignment. In order to make the transfer, it is necessary to know in advance the use that the applicant wants to make, to inform the research team of the request and to obtain the approval of the person responsible for the research; it is also necessary that the applicant is willing to take on the possible production and shipping costs. The assignment may be limited for reasons of availability, competitiveness or confidentiality. Material or data from persons should only be shared in such a way that it is not possible to identify the source subjects; if identification is possible, it can only be transferred if the express informed consent of the donor persons has been obtained.

The project leader shall ensure that all staff involved in the project are informed of these obligations and fulfil them accordingly.

3.5. - Safeguards.

Researchers must comply with the codes and regulations in force, in Spain or in the country in which they carry out their research, which are applicable to their discipline.

Researchers will treat research participants, whether human or experimental animals, with respect and care, in accordance with ethical and legal provisions.

Researchers have an obligation to ensure the health, safety and well-being of the community from which participants come, of collaborators and of others involved in the research.

Researchers will take into consideration relevant differences in age, sex, culture, religion, ethnic origin and social class, to avoid any kind of discrimination.

Researchers will recognize and appropriately manage the potential risks and harms arising from their research.

4.- SCIENTIFIC PUBLICATIONS.

4.1. - Publication of the results.

The dissemination of results is an ethical duty of researchers, as a contribution to the increase and advancement of knowledge and as an essential part of the accountability process of using public means for research. The publication of the results obtained, either in oral or written form, is a fundamental activity of any research work, since it is the means of involving and subjecting to criticism the results obtained by the international scientific community. Notwithstanding the above, the publication of the results will be subordinated to the possible needs of industrial and intellectual property protection.

Researchers should strive to publish the results and interpretations of their research in an open, honest, transparent and accurate manner, including those results that were not in line with the hypotheses raised. Negative and inconclusive results are as valid as positive results for dissemination purposes and should therefore also be published.

Fragmented publication of parts of the same work (when two or more articles from the same team cover the same population, the same methods and the same research question) is only acceptable for reasons of length or at the request of the editors.

Researchers should not delay the publication of publicly funded research results unless the legal protection of such results requires it.

The results obtained within the framework of a contract/agreement signed with public or private entities will be disseminated in accordance with the clauses stipulated therein, and always in line with the above.

In oral communications on the content of research, the same criteria should be followed as in publications, avoiding exaggeration of the relevance and practical applicability of the results.

If errors are detected in the content of any publication, they should be acknowledged in publications of the same level. The retraction of the whole publication is necessary in the case of serious errors.

4.2.- Authorship of the publications.

In order to have the full status of author of a published work, the recommendations elaborated by the International Committee of Medical Journal Editors (ICMJE) will be followed.

In particular, all of the following conditions must be met:

- there is a substantial contribution to the conception or design of the work or to the acquisition, analysis or interpretation of the data
- that you have participated in the writing of the work or in the critical review of its intellectual content
- that has been involved in the approval of the final version to be published.

- that you have the ability to respond to all aspects of the article to ensure that questions regarding the accuracy or completeness of any part of the work are properly investigated and resolved.

Persons linked to the research group who, because of their hierarchical position or employment relationship, ask to be listed as authors cannot be authors if they do not meet all the requirements for authorship. Likewise, any person who has made relevant contributions according to the expressed criteria must be listed as an author.

All researchers referred to in a given publication must be familiar with the text of the publication and are responsible for its content, unless otherwise specified, ensuring that the technical requirements for authorship are met.

Each and every author must declare any potential conflict of interest.

Researchers should include references to all papers directly related to the research that constitute background to the publication in question, avoiding references that are not real background.

4.3. - Order of authors.

The order of the authors should be established according to the accepted guidelines in the discipline that is the object of the work, which should be known by all of them before the beginning of the investigation. When the contribution of each author has a differentiated character, it is a common practice that the order of signature in the publications is the following:

- The first co-author is the person who has made the most important contribution to the research and has prepared the first draft of the article.
- The last author is the person who directs the research or who has ultimate responsibility for the research protocol.
- The remaining co-authors may be listed in order of contribution and, in some cases - if the contribution of all of them is similar - in alphabetical order, with express mention of this.
- When two or more co-authors have devoted the same effort and shared the main task of preparing the manuscript, they are considered to be first authors. This circumstance must be made explicit in the publication of the article. The same criterion can also be applied in the case of intermediate and senior authors.
- The author in charge of the correspondence has the main responsibility in the whole editorial process and in the future interactions derived from the publication of the work.
- Where possible, specific contributions from each author should be detailed.

4.4. - Mention and acknowledgement.

Together with the authors, the institutions or affiliated centers where the research was carried out should be cited. Any grants, financial assistance or sponsorship received to carry out the research should be declared and acknowledged, provided that their mention has not been

declined. Research Ethics Committees that have approved the research protocol must be explicitly included in all published work.

The work and contributions of collaborators and support staff should be appropriately recognized.

Any person who does not meet the criteria for authorship described above but who has contributed to the work in some other way should be acknowledged in the acknowledgement section.

4.5. - Disclosure.

A free society needs to have a high level of knowledge and critical elements for decision making. The CIC-IBMCC (USAL-CSIC) / FICUS promotes that researchers disseminate and communicate the results of their research, with the objective of contributing to the cultural advancement of the general public and the dissemination of knowledge, and to justify to society the resources dedicated to research.

Dissemination of results through the media should always include an explanation of an informative nature or a part of the presentation adapted to non-specialist audiences. In this type of public presentation, the name of the authors should always be associated with that of their institutions and, whenever possible, the subsidies and grants received should be mentioned. In the case of opinion articles, it should be noted that these judgements are personal and not those of the institution. It is not considered acceptable for research results to be communicated and disseminated to the media prior to publication in scientific journals. In the dissemination of results to the media, as in the publications themselves, excessive optimism should not be expressed or false expectations generated in relation to the research.

In the dissemination activities, the same criteria will be applied as for the rest of the dissemination activities, such as truthfulness and sufficient scientific evidence.

Therefore, CIC-IBMCC (USAL-CSIC) / FICUS researchers should:

- Disseminate and communicate to society the results of its research in order to contribute to the cultural advancement of the general public and the dissemination of knowledge, and to justify to society the resources dedicated to research.
- Make an effort to provide the non-specialist audience with an adequate level of knowledge and avoid presenting premature and not sufficiently contrasted results to the media.

5.- ASSESSMENT, REVIEW, ADVICE AND CONFLICT OF INTEREST.

The researcher is often called upon to participate in evaluation activities of projects, publications, groups or individuals in general. Likewise, in the scientific community, the most frequently used procedure for the validation of written works, in order to measure their quality and scientific rigor, is peer review or scientific arbitration.

These activities must be taken into account:

- The possibility of a conflict of interest both because of the proximity of the evaluator to the subject of the evaluation and for reasons of competitiveness, in which case the evaluation should be rejected.

- Evaluators are required to maintain strict independence from those being evaluated, to avoid conflicts of interest that might arise from close professional relationships, kinship, friendship or enmity, or any other factor that might limit their objective judgment of the evaluators.
- Reviewers must refuse review when a suspected relationship of bias, lack of objectivity or transparency is established with respect to the subject and object of the evaluation. Likewise, they shall refrain from participating when there is any legal cause for abstention or recusal. Finally, the reviewers will inhibit themselves when they are not sufficiently prepared for the review.
- Researchers should be involved in the review and evaluation of research conducted by others.
- Reviews, in all their facets (submissions for publication, job promotions, project funding, and job appointments) must be sufficiently reasoned, clear, accurate and impartial. Those responsible for the evaluation of a scientific work must inform the publishers of the existence of any conflict of interest (personal, academic, commercial, etc.)
- The review and evaluation process will always be subject to strict conditions of confidentiality. Reviewers will not use the information to which they have had access during the evaluation process, without prior, express, written and specific authorization from the author. In the case of collective evaluations, confidentiality must include the internal deliberations of the committees, except for what appears in the minutes of the meetings.
- Reviewers must respect the rights of authors and applicants, so that they will not use the information to which they had access during the evaluation process without prior, express, written and specific authorization from the author.
- Evaluation and promotion criteria must be objective, clear and stable, based on scientific criteria and not on opinion or main ideas, so that they are not subject to discrimination, and respond exclusively to the quality or excellence of the work carried out.
- Any assessment, to be fair and expert, has to be objective. Evaluators must strive for individualized knowledge of the candidates and know how to interpret the documents presented, all in order to get a full picture of the work actually done and the capacity of each applicant. They must also assess candidates in the context of their scientific environment.
- The researcher may carry out advisory activities on a subject in which he has specific expertise. The acceptance of an advisory activity, which must be known to the Institution or regulated by agreement/contract, implies that the researcher has the required knowledge and experience, as well as the absence of a conflict of interest. The formulation of the advice should take into account the necessary recognition of the sources used and the most up-to-date information.
- This method allows the criticism, annotation or edition of the work by other researchers in the scientific area. Normally, a new scientific publication is only accepted in the scientific

field when, prior to its acceptance for publication in a journal, it has gone through a process of peer review.

- Conflicts of interest arise when professional judgment applied to a primary interest (e.g., the validity of an investigation, the performance and fulfillment of professional responsibilities, or the mission of the CIC-IBMCC (USAL-CSIC) / FICUS) may be influenced by a secondary interest (e.g., financial gain or personal friendship or enmity, or hierarchical or family relationships).
- Being in a conflict of interest situation is not inherently unethical. Researchers should pay close attention to potential conflicts of interest in order to warn or identify them. If so, they should either refrain from acting or intervening and avoid them, or make them public and deal with them appropriately according to the policies of the contracting entities, evaluating bodies or publishers of the publications.
- Public employees should not put their own interests first when they compromise their judgment or professional criteria or the mission of the CIC-IBMCC (USAL-CSIC) / FICUS.
- In addition, in order to ensure the independence of public employees, they may not accept any gifts of value, favors or services that may be offered by reason of their employment and which compromise their duties as a public employee.
- Those responsible for the evaluation of a scientific work must inform the publishers of any conflict of interest (personal, academic, commercial, etc.). Evaluations must be sufficiently reasoned, clear, accurate and impartial.
- The CIC-IBMCC (USAL-CSIC) / FICUS will develop institutional criteria for dealing with conflicts of interest that may arise.

6.- PERFORMANCE PROTECTION MANAGEMENT. INTELLECTUAL PROPERTY, INDUSTRIAL PROPERTY, STATE OF THE ART.

The CIC-IBMCC (USAL-CSIC) / FICUS will encourage and promote an adequate management of the property of its results, in accordance with what is established in the different agreements, statutes and regulations of constitution and operation of each institution, establishing and disseminating an intellectual and industrial property policy that allows its effective evaluation, protection, valorization and commercialization. It will also take measures to raise awareness and train research staff in relation to intellectual and industrial property and its exploitation.

If the results obtained in an investigation are susceptible to protection due to their potential commercial interest, they should not be disclosed until the CIC-IBMCC (USAL-CSIC) / FICUS has assessed them. The person responsible for the project has the obligation to communicate it for its valuation to the management of the center. Possible delays in the disclosure, when it is intended to protect the industrial property, must be reduced to a minimum.

The CIC-IBMCC (USAL-CSIC) / FICUS will establish the necessary limitations to protect the results of research with industrial property titles or as intellectual property, avoiding disproportionate confidentiality commitments or unjustified restrictions in the publication of the results obtained.

The research personnel who are going to execute and develop an R&D project in collaboration, or under contract, must, in the course of the negotiations, safeguard all the pre-existing information and knowledge owned by the institutions that make up the center. Appropriate contractual documents shall be drawn up, adequately reflecting the various interests, tasks or contributions of the parties. Likewise, the obligation of secrecy and confidentiality assumed by the intervening parties will be stipulated, as well as the assignment of ownership of the results generated within the framework of the project, contemplating the possibility of their adequate and effective legal protection and the conditions of their exploitation.

When research personnel participate in an industry-driven project, the necessary agreements will be established with the promoter to share the corresponding industrial and intellectual property.

When the research group offers a technical service or the research staff participates exclusively in the collection of data from a protocol developed by third parties, the conditions of communication and publication of the results obtained will be established by mutual agreement with the promoting entity.

When the Institution provides means and facilities for the promotion and creation of technology-based enterprises, as a result of the research of a given group, care must be taken to ensure that there is no abuse in favor of the private interests of any of the participants in the enterprise.

7.- COLLABORATIONS.

All research partners are responsible for the scientific integrity of the research conducted.

All research partners shall agree from the outset on the aims of the research and on its dissemination in the most open and transparent manner possible without prejudice to any requirements for adequate protection of industrial and intellectual property. From the beginning of the research, as far as possible, all collaborators should reach agreement on the distribution of tasks, authorship policy and intellectual property.

The researcher also undertakes to meet the demands for knowledge or collaboration made explicitly to the Institution by public or private entities.

Collaborations with public or private entities must be formalized by the CIC-IBMCC (USAL-CSIC) / FICUS by means of the corresponding document (contract, agreement, etc.), so that all those rights and obligations are stipulated in its different clauses that allow to reconcile the interests of the intervening parties. Likewise, in the cases of contracted research, all the agreements adopted between the contracting entity and those responsible for execution will be included in the aforementioned document.

CIC-IBMCC (USAL-CSIC) / FICUS will ensure that these documents are processed as quickly as possible.

In the exchange or transfer of knowledge and technology with public or private entities, agreements should be made in full transparency, while respecting confidentiality requirements that may be necessary for the protection and valorization of the technology.

In any case, possible conflicts of interest will be avoided both at the time of negotiating the terms of the contract and in the dissemination, protection and exploitation of the results, and particular attention will be paid to ensuring that the criteria of independence and the ethical foundations of the research are maintained.

Research personnel who are going to execute and develop a collaborative research project, or under contract, must, in the course of negotiations, safeguard all pre-existing information and knowledge owned by the CIC-IBMCC (USAL-CSIC) / FICUS. Appropriate contractual documents will be signed that adequately reflect the various interests, tasks or contributions of the parties. Likewise, the obligation of secrecy and confidentiality assumed by the intervening parties will be stipulated, as well as the assignment of ownership of the results generated within the framework of the project, and the possibility of their adequate and effective legal protection and the conditions of their exploitation will be considered. All the above obligations shall be expressly made known in advance to all participants in the research activities.

In any case, possible conflicts of interest will be avoided both at the time of negotiating the conditions of the contract and in the dissemination, protection and exploitation of the results..

8.- INSTITUTIONAL ENVIRONMENT AND RESPONSIBILITY.

The CIC-IBMCC (USAL-CSIC) / FICUS will promote scientific and technological activities based on originality, excellence and transparency of a basic, clinical or translational nature and will promote an adequate research environment among different types of researchers, exchanges with other research centers, promotion of research results through publication in journals, books, participation in congresses, symposiums, etc.

Likewise, the CIC-IBMCC (USAL-CSIC) / FICUS will promote the value of collaboration, the quality of research and propose models for the organization of research itself, transferring its importance to society by promoting dialogue between economic and social agents, and offering its advice and experience in research activities.

All persons involved in the management and development of research shall apply relevant policies and guidelines to ensure equal opportunities, without any discrimination based on birth, race, sex, religion, marital status, opinion or any other social condition or circumstance, including sexual orientation, in particular as regards: (i) access to training and capacity building activities; (ii) access to calls for research grants; (iii) selection processes and bodies responsible for research; (iv) access to activities and calls for contracts; and (v) access to management positions and positions of responsibility.

Likewise, the CIC-IBMCC (USAL-CSIC) / FICUS will adopt the necessary measures so that its workers are not subject to harassment at work, promoting working conditions based on good treatment and respect, and ensuring the implementation of instruments for the detection and solution of deviations in this regard.

Researchers in training at CIC-IBMCC (USAL-CSIC) / FICUS will be treated with respect both professionally and personally. Likewise, these researchers-in-training shall be treated with professional and personal respect for their tutors, both direct and indirect.

The CIC-IBMCC (USAL-CSIC) / FICUS will ensure that all researchers have access to this Code of Good Scientific Practice and to the legislation in force in relation to the different fields

of science. The appropriate documents will be published and collected in a specific section ("ad hoc") on the center's website, promoting awareness of researchers and technicians regarding good scientific practices through appropriate information in specific courses, distribution of brochures and other means.

The researcher must make the principle of intellectual freedom compatible with commitment and loyalty to the institution that provides him with the framework in which to effectively carry out his research. Therefore, the researcher must be fully integrated into the CIC-IBMCC (USAL- CSIC) / FICUS and have a good knowledge of all the activities carried out, as well as the role he or she plays in the service of society.

The CIC-IBMCC (USAL-CSIC) / FICUS will ensure that the development of research is carried out guaranteeing the health and safety of the personnel involved and respect for the environment. All the research staff of the center will have the right to information and effective protection in terms of health and safety in their work. Likewise, it will be the duty of all the research staff of the center to be aware of the policies on the prevention of occupational risks and the protection of the environment and to guarantee that their activities are carried out in accordance with these policies, as well as to make adequate use of the resources, means, facilities and services that the center places at their disposal.

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