




معهد الدوحة الدولي للأسرة
Doha International Family Institute

البحوث لدعم السياسات الأسرية
Research to advance family policies

عضو في مؤسسة قطر
Member of Qatar Foundation

Research Ethics Guide (REG)


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1. Record of Amendments

This is a record of changes made to this document, based on review.

Rev	Approval Date	Document ID Code	Description of Change
00		XX-DD-POL-000	Initial Release

2. Purpose

This document introduces the different principles for the responsible and ethical conduct of research. Some of these sections are not exhaustive and links are provided to the relevant detailed policy. It is the responsibility of the researchers and research institutions to familiarize themselves with these policies before conducting any research. Doha International Family Institute (DIFI) seeks to ensure the quality and integrity of the research it funds by developing, implementing, coordinating, and overseeing policies and procedures that provide standards and consistency for the process of monitoring research conducted under OSRA Research Grant.

2.1 Objectives:

In fostering scientific integrity, DIFI wants to ensure that:

- (1) Scientific findings are credible.
- (2) DIFI code of conduct and processes are transparent for OSRA grant applicants.

3. Scope

This policy applies to all applicants/grantees who are applying for DIFI Research Grant, which is OSRA Grant.


4. Terms and Abbreviations

Term	Definition
CFP	Call for Proposal
DIFI	Doha International Family Institute
LPI	Lead Principal Investigator
MoPH	Ministry of Public Health - Qatar



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Term	Definition
MRFA	Master Research Funding Agreement
PI	Principal Investigator
REG	Research Ethics Guide
RO	Research Office

5. Research Misconduct Policy

Research misconduct is defined as fabrication, falsification or plagiarism in proposing, performing or reviewing research or in reporting research results, according to DIFI's policy on research misconduct:

- Fabrication is defined as making up data or results and recording or reporting them.
- Falsification is defined as manipulating research materials, equipment or processes and changing or omitting data or results such that the research is not accurately represented in the research record.
- Plagiarism is defined as appropriating another person's ideas, processes, results or words without giving credit.
- A finding of research misconduct requires the following:
 - There must be a significant departure from accepted practices of the relevant research community.
 - The misconduct must be committed intentionally, knowingly or recklessly.
 - The allegation must be proven by a preponderance of the evidence.


Research misconduct does not include honest errors or differences of opinion. All institutions receiving DIFI funding must have written policies and procedures for addressing allegations of research misconduct.

DIFI's identification of findings of research misconduct may result in special award conditions and/or enforcement actions, depending on the specific circumstances involved.

DIFI will refer any allegations of research misconduct to the investigator's institution for inquiry. If an allegation warrants an investigation, a summary of the findings of the research misconduct investigation must be reported to DIFI by the RO as soon as the investigation findings are final, and all the involved parties have accepted the findings.

DIFI may take one or more actions, depending on the severity and duration of noncompliance, that may result in special award conditions and/or enforcement actions depending on the specific



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circumstances involved. DIFI will undertake any such action(s) in accordance with the applicable policies.

6. Human Subjects

Ministry of Public Health (MoPH) in Qatar provides leadership in protection of the rights, welfare and well-being of human subjects involved in research conducted or supported by DIFI. MoPH offers guidance, maintains regulatory oversight and gives advice on ethical and regulatory issues in biomedical and socio-behavioral research.

In implementing MoPH's regulations, DIFI process includes checkpoints to ensure compliance with guidelines outlined in MoPH's publication titled, "Policies, Regulations and Guidelines for Research Involving Human Subjects." Any granted application, that involves or plans to involve human subjects, containing inadequate or unacceptable plans for protecting human subjects will not receive DIFI funding. The DIFI peer-review system evaluates the adequacy of protections for human subjects in each grant application and any concerns raised by reviewers must be resolved to the satisfaction of DIFI before an award can be issued.

More information about MoPH regulations on the protection of human subjects involved in research can be found at: <https://research.moph.gov.qa/en/Pages/IRB.aspx>.

7. Plagiarism

DIFI considers plagiarism to include both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another's work. It does not include authorship or credit disputes.

The theft or misappropriation of intellectual property includes the unauthorized use of ideas or unique methods obtained by a privileged communication, such as a grant or manuscript review. Substantial unattributed textual copying of another's work means the unattributed verbatim or nearly verbatim copying of sentences and paragraphs which materially mislead the ordinary reader regarding the contributions of the author.


DIFI enforces a zero-tolerance policy against plagiarism in all its supported projects and applications for funding and uses the plagiarism detector *iThenticate* as part of its review process. All submitted applications must include an appendix report from a certified Plagiarism Checker to be accepted. DIFI may accept limited use of identical or nearly-identical phrases which describe a commonly-used methodology. A Plagiarism Checker report must be attached to the submitted Research Plan.

Therefore, an applicant or grantee's failure to comply with the terms and conditions of award, including confirmed instances of research misconduct, may cause DIFI to take one or more actions, depending on the severity and duration of the noncompliance. DIFI will undertake any such action in accordance with the applicable policies.



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Hence, citing resources properly is necessary for all proposals and reports. Referencing is the practice of acknowledging in your own writing the intellectual work of others. This is done by including citations in your work and providing a list of references. Citation is defined as abbreviated alphanumeric expression embedded in the text, where it will refer to a bibliometric reference. DIFI accepts APA style for citation.

8. Standards for Research Conduct

DIFI requires awarded institutions to establish safeguards to prevent employees, collaborators, and others who may be involved in grant-supported activities from using their positions for purposes that are, or give the appearance, of being a conflict of interest or an apparent conflict of interest. These safeguards must be reflected in written standards of conduct. The awarded institution is responsible for enforcing its standards of conduct, taking appropriate actions on individual misconduct and in the case of conflict of interest, informing DIFI if the infraction is related to OSRA Grant. The awarded institution must promptly report issues involving violations, such as misappropriation of funds, to DIFI.


The awarded institution is not required to submit its standards of conduct to DIFI for review or approval. However, a copy must be made available to each of the awarded institution's officers, employees and collaborators working on the grant-supported project or activity; and if applicable, and, upon request, to DIFI.

If a suspension or separation action is taken by an awarded institution against an LPI, PI or other key personnel under OSRA grant, the awarded institution must request prior DIFI approval for any proposed replacement.

An essential element of ensuring the integrity of OSRA research grant is adherence to specific requirements that foster the safe and ethical conduct of research. These are articulated in the Master Research Funding Agreement (MRFA) and Call for Proposal (CFP) terms and conditions that must be agreed to by institutions receiving DIFI funding. When a DIFI-awarded institution fails to materially comply with the terms and conditions of the award, including confirmed instances of research misconduct, DIFI may take one or more actions, depending on the severity and duration of the noncompliance in accordance with applicable policies.

DIFI may allow the awarded institution to correct the deficiencies before taking action unless concerns arise that require immediate action. However, even if an awarded institution takes corrective actions, DIFI may take proactive actions to protect its own interests, including placing special conditions on awards or precluding the submitting institution/awardee from obtaining future awards for a specified period; or may take actions designed to prevent future noncompliance, such as closer monitoring; or withhold support, suspend the grant or terminate the grant for a cause.



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9. Reporting Concerns

If you want to make a formal allegation, you may consider contacting DIFI through email address difigrants@qf.org.qa as follows:

- Matters regarding research compliance (i.e., protection of human subjects) and research integrity (i.e., plagiarism, falsification, or fabrication; and conflict of interest) should be reported to DIFI via email.
- Matters involving fraud, waste and mismanagement in OSRA Grant should be reported to DIFI by email.

If you have any questions or concerns about OSRA grant, you can contact us through: difigrants@qf.org.qa



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