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1. Introduction

This guide supports the implementation of the *Australian Code for the Responsible Conduct of Research* (the Code), which articulates the broad principles and responsibilities that underpin the responsible conduct of Australian research.

In particular, this guide is intended to assist institutions and researchers to adhere to relevant principles of the Code, including:

- Principle 3, ‘Transparency in declaring interests...’, which includes the responsibility to disclose interests and manage conflicts of interest.

This guide aims to assist institutions to develop and maintain policies that facilitate the disclosure of interests and the identification and management of conflicts of interest.

These policies are necessary in order to:

- maintain the integrity and reliability of the conduct and outcomes of research
- mitigate the risks associated with the complex relationships between researchers and public and private organisations
- ensure public trust in individuals and organisations involved in research.

This guide also aims to assist those involved in research to understand and apply best practice in disclosing interests and in managing any conflicts that may arise, or may be perceived to arise, from those interests.

The Code and this guide apply to all research conducted under the auspices of Australian

2. Disclosure of interests

2.1 What interests should be disclosed?

The Code requires researchers to disclose to an institution all interests that are relevant, or could appear to be relevant, to proposed or ongoing research. Where required, relevant interests may also need to be disclosed to funding bodies, research participants, publishers and journal editors, collaborators and the public.

Institutions may also have interests that are relevant to individual research projects or research

3. Responsibilities of institutions

This section provides guidance on the responsibilities that institutions have in relation to disclosure of interests and identification and management of conflicts of interest.

3.1 Develop and promote institutional policy

Institutions that conduct research must have a policy for the disclosure and management of interests that is clearly written and readily accessible to all staff, researchers and other interested parties, including the public. The policy should detail the parties who are responsible for each component of the process.

U **C**, **a** **b** :

R3 Develop and maintain the currency and ready availability of a suite of policies and procedures which ensure that institutional practices are consistent with the principles and responsibilities of the Code.

The policy should be consistent with this guide and should:

a)

3.3 Manage institutional interests

It is good institutional practice to maintain a record of institutional interests that may be perceived to affect the design, review, conduct and dissemination of research carried out at that institution. Examples of specific interests include intellectual property rights or

5. Resolution of disputes
