



# **CARIBBEAN MILITARY ACADEMY**

## **RESEARCH ETHICS POLICY**

**With effect from 01 November 2021**

<b>Policy Version</b>	<b>Date of Approval</b>	<b>Committee</b>	<b>Date of next revision</b>
01	October 11 2021	Finance & General Purposes Committee	October 2026

# Research Ethics Policy

## 1. Purpose and Scope

### 1.1 Background

As the Caribbean Military Academy (CMA) of the Jamaica Defence Force (JDF) develops as a full-fledged academic institution and expands its engagement in the conducting and supervision of research activities and as the Force delves deeper into such activities including the publication of its research journals (The Moneague Papers and the Caribbean Journal Strategic and Security Studies (CJSSS)), the JDF sees it fit to develop policies and procedures on research ethics.

### 1.2 Introduction

This Policy and Procedures on Research Ethics is in keeping with the Core Values of the JDF (courage, commitment, honour, integrity, loyalty and discipline), which are consistent with the vision of the Academy as an academic institution that is committed to upholding the principles of integrity, honour, trust and collegiality in research.

This Policy is applicable to:

- a) all individuals employed in the regular force, reserve force, or as a civilian of the JDF who are conducting research for the JDF or an independent academic institution,
- b) all internal and external entities that wish to conduct research using JDF resources, data or servicemembers as participants,
- c) individuals and affiliated institutions who submit research to the JDF research ethics review system.

To this end, the JDF must now ensure the ethical standards governing academic integrity in research includes guidelines for the use of human participants; handling and storage of data; publications (including the avoidance of plagiarism); managing conflicts of interest and the use of research funds are appropriately managed

## 2. Definitions

The “Policy” refers to the Research Ethics Policy and Procedure.

The “Committee” refers to the JDF’s Research Ethics Committee.

‘Researcher’, ‘You’ or “Your” indicates an individual involved in research, including, but not limited to:

- Any staff of the JDF, (military and civilian);
- Any external persons who may conduct research on behalf of the JDF, make submission to any journals being published by the JDF;
- Students of the JDF (both local and international).

‘Advisor’ covers any person or persons who are responsible for oversight of researchers.

‘Directors of School’ refers to the Head of the training institutions within the JDF.

‘Student’ covers any person who has registered on a programme of study with the JDF.

‘Research Funder’ covers any organization or person that provides research funding, and can include research councils, public sector organizations, charities, nongovernmental organizations, commercial and business organizations and government agencies whether located within Jamaica or elsewhere.

‘Research Funding’ covers all forms of external funding in support of research and enterprise activities including research grants and contracts, philanthropic donations, consultancy and industrial research contracts, and grants in kind providing access to external expertise, facilities, equipment, etc.

## **3. Policy**

### **3.1 Responsibilities**

#### **3.1.1 Responsibility of the Jamaica Defence Force (JDF)**

Through the suitable offices and in agreement with the requirements of this Policy and other applicable regulatory procedures, the JDF will: (a) Facilitate the training in research ethics of all members of staff who conduct, manage or supervise human research at the JDF; (b) Facilitate the resolution of disputes concerning matters dealt with in this Policy; and (c) *Ensure investigation, allegations of misconduct are appropriately managed, handled or dealt with in accordance with JDF or CMA policies.*

### **3.1.2 Responsibility of the Office of Graduate Studies and Research**

The Office of Graduate Studies and Research of the Caribbean Military Academy has oversight of the research ethics policies and procedure of the JDF. The Office is responsible for ensuring that the policies and procedures on research ethics are implemented and that Force wide individuals are educated on this Policy. The Office will provide the administrative support for the Research Ethics Committee of the JDF and support the institutions of the CMA in the area of ethics as necessary.

### **3.1.3 Responsibility of Head of Institutions/Schools**

The heads of institutions across the CMA and Editors in Chief for any journal being published within the JDF are responsible for the conduct of research within their jurisdiction. The Heads of Schools have the responsibility to be knowledgeable about the research activities that are conducted in the institutions under their command by both staff and students. The Heads of Institutions are also responsible for ensuring that the policies that governs research ethics are advertised throughout the institution and that those who operate within their command abide by the details stipulated within the policy.

### **3.1.4 Responsibility of Researcher**

The researcher who is conducting the research holds the principal responsibility for the content and conduct of the research. Protection of the well-being, human rights and dignity of the human participants in research activities is principally the duty of the researcher. The researcher is to ensure that he/she is complying with the regulations laid out in this policy. Where collaborative research or team research is undertaken, the research lead (research director, principal investigator, research manager, chief researcher) has the responsibility of ensuring that the members of the research team are in compliance with the content contained within this Policy, as well as other applicable ethical norms governing the conduct of the research.

### **3.1.5 Responsibility of Advisor of Student Researchers**

All student research conducted at the Jamaica Defence Force (JDF) must be assigned an Advisor from the Commissioned Officer core of the JDF, who will be responsible for advising and guiding the research activities of the student research. Advisors and co-advisors are responsible for informing the student of his or her obligations in respect of the ethical conduct of research, and for taking the measures necessary to ensure that the student's research is conducted within the established ethical policies and guidelines.

Advisors are also responsible for ensuring that, where required, student researchers obtain the necessary approvals prior to the start of their research project. The Chief Advisor is responsible for co-signing the submission documents that may be necessary for ethical review of the student's research.

### **3.1.6 Responsibility of Units**

The appropriate approvals must be granted by unit heads within the JDF to persons undertaking research activities. The research being conducted will be assessed and where deemed relevant and acceptable, protective time needs to be granted to the researcher. It is the responsibility of the unit to ensure that all the approved approval form(s) are filled in by the researcher and that the necessary signatories approve the approval form.

## **3.2 Honesty and Integrity**

The expectation is that researchers across all disciplines, uphold the highest standards of honesty and integrity. Academic dishonesty in any form, including the activities identified below, is deemed a serious offence. This Policy however, does not seek to call into question the actions of a person who exercises judgment, or interprets data, or reports results in a way that may simply be the result of reasonable differences of opinion.

### **3.2.1 Falsification of Data**

All collection, analyzing and data reporting, must be done with honesty and integrity. Data should not be published by any researcher as true, once the researcher knows such data to be false or are the result of deliberate acts of falsification.

### **3.2.2 Plagiarism**

Plagiarism is the utilization of someone else's work or ideas as your own, with or without owner's consent, by integrating it into one's work without fully acknowledging the owner. The act of plagiarism is deemed to be academic dishonesty and is a misconduct that merits harsh disciplinary penalties. Researchers should not, with the knowledge, represent the published or unpublished work of anyone else as their own or aid another person in doing such. The use of anyone's work must be acknowledged or referenced appropriately.

If reasonable evidence is provided to assume that a researcher has committed plagiarism, the researcher must disprove this assumption of plagiarism.

### **3.2.3 Misuse of Research Funds**

Where funds are provided for undertaking research activities, the researcher(s) must stringently abide by the guidelines stipulated by the funding body, once such guidelines are stated.

All JDF guidelines that governs the management and disbursement of funds must also be recognized and followed. If research funds are misused, to include, used contrary to the stated purposes or contrary to the rules laid out by the JDF (where the researcher is internal to the JDF) or funds are not appropriately accounted for, the necessary disciplinary actions will be taken subject to military codes.

### **3.2.4 Responsibility of Acknowledge Sources of Funding**

All sources of funding used in the conducting of research, whether these are public or private sources of funding, to include but not limited to, grants, contracts and gifts, should be acknowledged in the publication of the research.

## **3.3 Ethics in Data Handling**

### **3.3.1 Definition of Data**

For the purpose of this Policy, “Data” is defined as any information collected, stored or processed for the purpose of analysis to produce research results. The term “Data” also includes the methodology used to obtain the results.

### **3.3.2 Data Gathering**

Data must be gathered and stored in a way that enables ease of verification and in accordance with the principles that govern the use of human participants.

### **3.3.3 Data Availability**

With the exception of the duty of confidentiality and the laws regarding intellectual property and access to information, once data are published, they must be made available to any party presenting a reasonable request to examine them.

### **3.3.4 Data Maintenance**

The researcher, supervisor or sponsor has to ensure that all data collected is retained for at least five years from the date of the publication. Data can be retained in both paper and/or electronic format.