

HRP Good Conduct in Research Policy

Key Facts and Purpose

- This policy applies to all HRP employees, volunteers, research students and visiting researchers, who will hereafter be referred to as researchers unless otherwise stated.
 - This policy sets out the standards of good research conduct which is expected of HRP researchers. It also sets out HRP's policy in relation to research misconduct.
 - This Policy is overseen by HRP's Research Lead based in the Curators' department.
 - This policy is approved through the HRP Research Strategy Board.
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1. Introduction

Research is a core activity of Historic Royal Palaces (HRP) and supports our commitment outlined in our [Research Strategy 2022-2027](#) to conduct authoritative research that deepens our knowledge of our properties and collections, provides the evidence and expertise to make informed decisions, develops diverse and memorable visitor experiences, and helps us face the societal challenges of today. Following good research practice and adhering to ethical standards is therefore essential in our work, ensuring public confidence and trust in both the research process at HRP and our research outputs.

This document sets out the standards of good research practice, which is expected of all HRP researchers. It also sets out HRP's policy in relation to [Research Misconduct](#).

The policies outlined in this document are based on UK Research and Innovation (UKRI)'s revised [Policy and Guidance on the Governance of Good Research Practice](#) (2024), Universities UK's [Concordat to Support Research Integrity](#) (2019), and the UK Research Integrity Office's [Code of Practice for Research](#) (2023). It also draws on a range of research conduct policies at universities and Independent Research Organisations (IROs).

Failure to comply with this Policy or the **HRP Research Ethics Policy** may give rise to an allegation of [Research Misconduct](#). In the event of misconduct being found, action may need to be taken in line with the relevant procedures at the researcher's organisation. Depending on the circumstances and depending on the outcomes, action may result in dismissal from the researcher's employment. In the case of volunteers, action may result of the removal of their volunteer placement, or, in the case of independent visiting researchers (without an employer), termination of their placement or fellowship with HRP.

HRP's Research Lead is responsible for the maintenance of this document and HRP's Research Strategy Board is responsible for authorising any alterations which are made to the policy therein.

The policy was presented to the HRP Research Strategy Board for approval on 03/10/2024. It replaces the previous version of the policy approved in May 2016. It was approved by the HRP Board of Trustees on 04/02/2025.

2. Scope of this Policy

This Policy sets out the standard of performance and conduct expected of anyone engaged with research for or on behalf of HRP (see Key Facts and Purpose above). It is designed to

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ensure that research is conducted to the highest standards of professionalism, honesty, and integrity.

This document should be referred to alongside the **HRP Research Ethics Policy**, to ensure that any ethical considerations of the research are appropriately managed.

In order to avoid unnecessary duplication, in instances where there is overlap with another existing HRP Policy, researchers are referred to the full existing policy. This **Good Conduct in Research Policy** covers all research activities, either for HRP alone or in collaboration with other research organisations. Activities may include, but are not limited to:

- Applications for research funding
- Generation and analysis of data
- Publication of research findings
- Reviewing the proposals and publications of other researchers
- Evaluation activities, such as sending questionnaires to visitors or event participants

Who does this apply to?

This Policy applies to all employees conducting research for HRP.

Volunteers undertaking research for HRP should conduct themselves in accordance with this Policy, although it is the responsibility of their line manager or volunteer manager to ensure compliance.

Collaborative PhD students, visiting placement students, and visiting researchers employed by or matriculated at other institutions, including third-party contractors, will be governed by the research policies at their own organisations, though they should, in the spirit of collaborative research, ensure that they have read and comply with this Policy. Researchers governed by external policies may be asked to agree to the HRP Good Conduct in Research Policy as part of their collaboration or contractual agreement with HRP, at the discretion of the HRP employee leading the project. In the case of any discrepancies between this Policy and their own organisational policy, these should be discussed and resolved in a [formal collaboration agreement](#) before the research commences.

HRP's researchers, collaborative PhD students, visiting research fellows, placement students, and volunteers undertaking research with HRP can expect to receive guidance and support on compliance with the organisation's expectations of good research conduct from the HRP Research Lead.

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Note: research by students undertaking the joint HRP/QMUL MA in Heritage Management is governed by QMUL policies and processes in the first instance.

3. Good Research Conduct

3.1 Definitions

Good research conduct at HRP is defined as being:

Rigorous

Research at HRP must be carried out with the highest levels of rigour in line with current scholarship, and researchers must ensure that their research findings are both robust and defensible. Researchers should be careful when discussing work in public (or outside HRP) that is not complete or has not been published, particularly if it has not yet undergone peer review. Researchers are encouraged to seek internal and external feedback on their work as a matter of course.

Cooperative

Researchers are responsible for ensuring that their research has cooperation at its heart: whether working closely with colleagues, volunteers, research students, or external partners or stakeholders.

This includes creating a positive research environment and fostering a culture of integrity and good practice, as well as ensuring that less experienced colleagues, students, or volunteers are offered opportunities to explore their ideas informally in an appropriate forum and for appropriate coaching, mentoring, and training. Any researcher who is not cooperative or ignores advice to work in a more cooperative way, may be referred to their Line Manager/Supervisor and/or the HRP Research Lead.

Co-operation also applies to research projects that involve working with communities and individuals outside HRP.

Researchers should:

- Strive to create and maintain a collaborative relationship that gives communities and individuals significant control and participation in the research process;
- Be aware of the balance of power and prepared to address imbalances in line with EDI policy;

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- Take a community-led approach that creates an open dialogue to explore and identify appropriate language (referring, in the first instance, to any guidelines on terminology produced by HRP);
- Be transparent about what taking part in research involves and decide collaboratively with communities and individuals about when, where, and how public involvement can be most inclusive;
- Provide guidance and advice and be willing to accept suggestions and different points of view in return;
- Evaluate and capture learning throughout the research process, inviting reflection and formal feedback from communities and individuals.

Honest

Researchers are expected to be honest about:

- Research goals, intentions, and findings;
- Research methods, including the gathering and interpretation of research findings;
- Direct or indirect contributions to research, including appropriate acknowledgement in footnotes or elsewhere of contributors to research (and research funding applications) in all research outputs;
- Cases of suspected misconduct involving other HRP employees, students, or volunteers, or visiting placement students or research fellows, reporting them to the HRP Research Lead in confidence in the first instance.

Transparent

In accordance with **HRP's Code of Conduct**, HRP employees must be transparent about any conflicts of interest (whether financial, personal, or academic) when they arise, reporting them to their line manager or the Human Resources department. Students and volunteers working with HRP are likewise asked to report any conflicts of interest to their line manager, supervisor, or HRP Research Lead. Third party researchers (including placement students and visiting research fellows without an external employer) should adhere to their own organisational policies in the first instance, though, in the spirit of good research practice, any conflicts of interest should also be shared with their HRP project partners.

Transparency also extends to being transparent with other HRP researchers about the purpose and goals of the research. Volunteers and external researchers are expected to be transparent with their HRP supervisor or project partner about their research and inform

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them of any potential ethical issues before research commences so that their project can be reviewed in line with HRP's Research Ethics Policy.

Open

Researchers are encouraged to share ideas and take advantage of informal and formal opportunities provided (such as the HRP Research Seminars) for their research to be discussed, scrutinised, and questioned. They should openly communicate methods of data collection analysis and interpretation and seek to communicate their research to other researchers and the public. Where applicable, they must act in accordance with UKRI's [Open Access Policy \(2023\)](#).

Accessible

Researchers should ensure that:

- Research questions, methods, findings and outputs are clearly documented at every stage (HRP employees should ensure that their research is accessible on HRP's intranet for a period of up to 10 years);
- Research outputs achieve the widest possible dissemination and greatest possible impact.

Confidential

Researchers are responsible for ensuring that personal data is stored in compliance with the [Data Protection Act](#) (2018). HRP employees, collaborative doctoral students, and volunteers, must further ensure they comply with [HRP's Information Security Risk Policy](#).

Safe

Researchers must ensure that:

- They carry out research in conditions which are safe for researchers and participants. HRP employees, collaborative doctoral students, and volunteers are expected to act in compliance with [HRP's Health and Safety Policy](#);
- They take all reasonable measures to prevent harm, exploitation, abuse and harassment occurring over the course of the research;
- They carry out risk assessments before any research starts;
- Senior HRP employees (likely the Line Manager, Project Lead, or Lead Supervisor) should ensure that their team members are knowledgeable of health and safety and

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have read **HRP's Health and Safety Handbook**, and if appropriate, undertake the relevant safety modules through HRP's e-learning.

Inclusive

Equality, diversity, and inclusion (EDI) is an essential aspect of a healthy research culture at HRP, and researchers conducting research with or for HRP should adhere to any HRP policies or guidelines relating to equality, diversity, or inclusion which exist at the time that the research is conceived, developed, and, if applicable, approved. Inclusivity is at the heart of [HRP's Research Strategy](#), which is committed to exploring new and diverse perspectives by undertaking inclusive, collaborative research to reinterpret our spaces and collections, ensuring that HRP is a charity for everyone. This position concurs with the one outlined in UKRI's [Guidance for Equality, Diversity and Inclusion](#), that research is 'by everyone, for everyone'.

Researchers should aim to ensure that:

- all research activity is designed and conducted in such a way that individuals from underrepresented and marginalised social groups (including all protected characteristics outlined in the [UK Equality Act \(2010\)](#)) can fully, fairly and safely interact with research activities.
- they create and maintain a positive research environment, which ensures that everyone who works at, with, or for HRP feels included, valued, and able to contribute.

Respectful

Research may sometimes involve a critical analysis of an organisation's practices and/or research. While Historic Royal Palaces recognises that such studies can inform useful discussions, it also emphasises that any such analysis must be conducted and disseminated in a respectful manner, maintaining confidentiality and data protection. This includes respecting HRP as an organisation as well as the individuals working within it, ensuring that no names or identifiable information are ever disclosed.

Researchers who are planning on conducting a critical analysis are urged to be transparent and consult their HRP line manager or supervisor at the earliest opportunity. If researchers are in any doubt, they should consult the HRP Research Lead for approval.

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3.2. HRP Collections

Researchers undertaking research on HRP collections or collections within HRP's care (including but not restricted to all items in the Royal Collection displayed within HRP sites) should refer to the **HRP Collections Management Policies** for best conduct on use and access.

When undertaking research on HRP collections or collections within HRP's care, researchers should be open and candid with their supervising HRP employee regarding the purpose of their research and their research questions.

Prior to providing access to HRP collections or collections within HRP's care to students, volunteers, and third-party researchers, the supervising HRP employee should undertake due diligence by:

- reviewing the collections which will be consulted as part of the research; and
- conducting an ethical review of the research in line with the HRP Research Ethics Policy;

All research undertaken using HRP collections or collections within HRP's care should be shared with HRP as a condition of access.

3.3. Collaboration Agreements

When developing collaborative research projects, which are led by HRP or where HRP would be involved as a formal project partner (such as, applying for research grants, establishing formal partnerships or networks, or collaborative doctoral studentships), HRP employees must consult with the HRP Research Lead to draw up a formal Collaboration Agreement that ensures key areas are addressed and agreed on before research commences. In addition to ensuring that third parties comply with the standards expected in this Policy, a Collaboration Agreement also ensures consistency of approach in the following areas:

- Research objectives
- Project expectations and outputs
- Research integrity and ethical considerations (see **HRP Research Ethics Policy**)
- Laws, standards, and regulations (including health and safety)
- Intellectual property (any agreement must accurately reflect all the intellectual property that HRP contributes to the project)
- Procedures for handling conflicts or cases of research misconduct
- Communicating research findings in a transparent and open manner

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These aspects must be agreed upon and formally signed before any research can take place.

Please note that for informal collaborations or if hiring external contractors, a collaboration agreement is not necessary. If in doubt, contact the HRP Research Lead.

3.4. Press and Media, including Social Media

If researchers are planning on disseminating their research via media (e.g. press, radio, TV broadcast), they must share their research and plans with the HRP Press Team in advance. Please note that this also applies to third parties, such as visiting researchers, external project partners, and visiting placement students.

If researchers are approached by a journalist or another media professional and asked to discuss their research and/or its dissemination via a media platform, they should consult with the HRP Press Team in the first instance. Where appropriate, the HRP Press Team will liaise with the Press Office of the Royal Collection Trust.

All engagement with social media, including sharing research activities and research findings, should adhere to the [HRP Social Media Policy](#). If the research in question constitutes a major new finding, or engages in sensitive or controversial subject matter, researchers should consult with their Line Manager or supervisor and the HRP Press Team and HRP Research Lead for further guidance.

3.5. Artificial Intelligence

Artificial Intelligence is changing the way we work with and interact with information. This applies to research, and researchers at HRP should follow the [guidance](#) set out by HRP Information Services when using AI. In brief, this involves ensuring that:

- AI is used to enhance efficiency.
- Data used with AI tools is anonymised and does not violate privacy regulations, including the UK's Data Protection Act.
- Researchers stay up to date with the latest advancements to understand how they can benefit our work.
- Only use the Protected Microsoft Copilot page.

For guidance on AI and research ethics, please consult the **HRP Research Ethics Policy**, which includes ensuring that AI does not infringe on rights and is careful not to replicate prejudices and biases or generate misinformation. For third party researchers, AI may be

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covered under their own organisational policies, but otherwise, they should follow the principles in this document when conducting research with or for HRP.

Academic Research and AI

There are specific areas in which AI will apply to our research, the best practice for which is outlined below. PhD students should check their own university's specific policy on the use of AI.

Researchers should ensure academic rigour and integrity by ensuring the following principles when using AI:

- AI should not replace the researcher's thinking or human judgement.
- Researchers should ensure that they do not commit plagiarism through inappropriate use of AI tools, which would be classified as [Research Misconduct, even if unintentional](#).
- AI tools can be used for brainstorming, summarising literature reviews, and analysing data (such as interviews) to help the research process.
- AI should not be used to create figures or images.
- Researchers should fact check AI-generated statements and find appropriate references to support them, especially as these tools can 'hallucinate' (invent references and scholarly claims).

4. Research Misconduct

Research misconduct arises from a failure to uphold the principles of good conduct in research described above. UKRI's revised [Policy and Guidelines on Governance of Good Research Conduct](#) (2024) designates 'unacceptable research conduct' as comprising (but not restricted to):

Fabrication

Fabrication is 'making up results, other outputs (for example, artefacts) or aspects of research, including documentation and participant consent, and presenting and/or recording them as if they were real.'

Falsification

Falsification is 'inappropriately manipulating and/or selecting research processes, materials, equipment, data, imagery and/or consents.'

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Plagiarism

Plagiarism is ‘using other people’s ideas, intellectual property or work (written or otherwise) without acknowledgement or permission.’

Failure to meet Legal, Ethical, and Professional Obligations

This includes not observing legal, ethical, and other requirements for human research participants, animal subjects, or human organs or tissue used in research; breach of duty of care for humans involved in research; misuse of personal data; and improper conduct in peer review of research proposals, results or manuscripts submitted for publication.

Misrepresentation

Misrepresentation includes but is not limited to: the suppression of relevant results; inappropriate claims to authorship or denial of authorship/attribution to persons who have made an appropriate contribution; failure to declare competing interests; misrepresentation of qualifications, experience and/or credentials; and misrepresentation of publication history.

Improper Dealing with Allegations of Misconduct

The improper dealing with allegations of misconduct includes, but is not limited to, ‘failing to address possible infringements including attempts to cover up misconduct or reprisals against whistle-blowers’. Research misconduct does not include honest error or honest differences in how research methods are conducted.

Research misconduct is a very serious matter, and for HRP employees is treated in accordance with **HRP’s [Policy on Poor Performance \(Disciplinary, Capability, & Poor Attendance\)](#)**. This policy (Policy Number P31) is available to all employees on the HRP Intranet. For third party researchers, action may need to be taken in line with the relevant procedures at their own organisations. In some instances, and depending on the outcomes, action may result in dismissal from the researcher’s employment or the termination of their volunteer placement, fellowship or partnership (in whatsoever form that may take) with HRP.

It is the responsibility of HRP employees to report research misconduct to the HRP Research Lead, who will also inform line managers. Suspicions will be investigated in a confidential and sensitive manner. Uncorroborated allegations of misconduct which are reported in good faith will not lead to disciplinary action against the complainant.

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Investigation of Research Misconduct

In accordance with the guidelines set out in UKRI's [Guidance for Research Organisations on the Policy on the Governance of Good Research Practice](#) (GRP Policy) (2023), any allegations of research misconduct against any researcher should be investigated in an impartial, fair, and timely manner.

HRP employees should raise any concerns about research misconduct with the HRP Research Lead who will consult with their HRP Line Manager, the HRP Project Lead (in instances where HRP is the Project Lead), or through the HRP HR department. In instances where alleged misconduct has been committed by a collaborative PhD student, placement student, a visiting researcher employed by another institution, or another third-party researcher the Project Lead/Line Manager should contact the HRP Research Lead in the first instance, who will consult the relevant employer or Higher Education Institute. In addition to the above routes, students suspecting research misconduct may raise this with the HRP Research Lead, and/or their PhD supervisor at HRP as appropriate.

5. Contacts

For support or guidance about any of the aspects of the good research conduct described in this document, please contact HRP's Research Lead, Dr Laura Tompkins at laura.tompkins@hrp.org.uk

Name & Job Title	Role (Author, Reviewer, Approver)	Date	Version	Comments
Jemima Hubberstey – Research Officer	Author	2024_04_04	V1	Created Policy Document
Laura Tompkins – Research Lead	Author and Reviewer	2024_04_04		Reviewed and amended Policy Document

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HISTORIC ROYAL PALACES

John Davis – Programme Director of MA in Heritage Studies; Rebecca Wallace – Registrar; Vanessa Hodge – Head of Records; Kathryn Hallett – Head of Conservation and Collection Care; Laura Hutchinson – Head of Media & PR; Constantina Vlachou-Mogire – Heritage Science Manager; Jen Stone – Sustainability Programme Manager; Richard Fitch – Historic Kitchens Manager; Jamie Ingram – Postdoctoral Research Associate	Reviewers	2024_05_15	V2	Reviewed, suggested further policies to include
Research Strategy Board	Reviewer & Approvers	2024_06_24	V3	
Jemima Hubberstey –	Author	2024_08_24	V3	Made amends based on RSB recommendatio

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Research Officer Laura Tompkins – Research Lead	Author & Reviewer			ns to include AI, and divided into separate ‘Research Ethics’ and ‘Good Conduct in Research’ documents.
Research Strategy Board	Reviewer & Approvers	2024_10_24		
Chris Lazenby – Head of HR, Adam Bourn – HR Manager, Jacki Gray – HR Manager	Reviewers	2025_01_17		Made suggestions around further defining researchers and who is governed by HRP policies
Trustees	Reviewer & Approver	2025_02_04		Approved

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