Department of Environment and Development
General Guide for Faculty Research

What do I need to know before starting a research project at UPEACE?

At DED, we encourage (resident and visiting) faculty to conduct research projects at UPEACE. In order to make sure the research project is in line with our DED mission and vision, as well as ethical considerations, we invite all faculty to be in early exchange with other resident faculty.

All professors who carry out research with human participants are required to submit an application to the UPEACE Research Ethics Committee; if you have any questions if you are required to apply to this committee for your research, please contact the DED Head of Department, Olivia Sylvester, osylvester@upeace.org.

If your research is not with human participants, but you will be working with biological materials or beings (such as wildlife and ecology research) you may still be required to apply for national permits (see section below on applying for national research permits).

If you are going to use the UPEACE logo in your research, and you are not a resident faculty, please contact the DED Department Academic Support Officer, Wendy Benavides, wbenavides@upeace.org before doing so.

How do I apply for research ethics approval at UPEACE when working with human participants?

All research conducted by UPEACE faculty, staff and students that **involves human participants** requires review and approval by the UPEACE Research Ethics Committee **before the research is started**.

Submission Process:

Researchers must fill in the UPEACE research ethics application form to be submitted to the UPEACE Research Ethics Committee. If you do not have a copy of the research ethics form, please email Darby McMakin (dmcmakin@upeace.org) or Wendy Benavides (wbenavides@upeace.org), the DED academic support officers. If research is being carried out by students, a UPEACE resident or invited faculty must be collaborating on this research as a supervisor or co-researcher. This faculty member

must read, approve, and sign their application. This faculty must thereafter submit the forms (see annex 1) via email to the UPEACE Research Ethics Committee at ethicscommittee@upeace.org

2024-2025 UPEACE Research Ethics Board : Dr. Stephanie Knox: Department of Peace and Conflict Studies, Dr. Marjolein Schaap: Department of International Law, Dr. Jan Breitling: Department of Environment and Development

What do I need to do if my research involves non-human beings (biological materials)?

An official permit is needed when: **a)** you will work within protected areas and the research project does not involve the temporary or permanent collecting of wildlife or archaeological resources, **b)** you will work out inside or outside protected areas and the research project includes temporary or permanent collecting of wild organisms or habitat manipulation, or **c)** a course or training will be given, inside or outside protected areas that involves the temporary or permanent manipulation of wild organisms or their habitat. This permit is provided by SINAC ('Sistema Nacional de Áreas Protegidas'), the Costa Rican authority in charge of protected areas and wildlife.

The permit application should be submitted at least one month before starting the project and it is valid for 6 months for foreigners and 12 months for nationals and permanent residents. It is recommended, however, to request the permit with additional time, since delays are common. Projects that do not collect specimens are relatively easier to obtain compared to those that involve collection.

This SINAC website provides more information and guidelines:
https://www.sinac.go.cr/EN-US/formconsul/researchpermits/Pages/permittingprocess.aspx

In sum, those interested in requesting a research permit for <u>scientific research without collection</u> need to provide the following documents (**in Spanish**):
1. Application form
2. CV of main researcher
3. Identification document of main researcher
4. Research project proposal (check guidelines for 'anteproyecto')
5. Support letter

Always check the official guidelines before applying. Also, keep in mind that scientific research with collection, educational research and other activities may require a different type of permit or requirements.

How do I decide who should be listed as an author on my publications?

DED faculty may find it useful to follow the authorship criteria outlined by the International Committee of Medical Journal Editors (ICMJE):

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

- Drafting the work or reviewing it critically for important intellectual content; AND

- Final approval of the version to be published; AND

- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Additionally, authorship and order of authors should be determined in the early stages of the writing process (Busse & August, 2021).

Busse, C., & August, E. (2021). How to write and publish a research paper for a peer-reviewed journal. Journal of Cancer Education, 36(4), 909-913. https://doi.org/10.1007/s13187-020-01751-z

Where can I get tips for the publishing process?

Authors can find helpful information about the peer-review process in the publications below.

Busse, C., & August, E. (2021). How to write and publish a research paper for a peer-reviewed journal. Journal of Cancer Education, 36(4), 909-913. https://doi.org/10.1007/s13187-020-01751-z

Seung-Kee, M. (2022). Critical tips on how to respond to peer reviewers. Vascular Specialist International, 1-3, https://doi.org/10.5758/vsi.223811

PLOS (n.d.). How to receive and respond to peer review feedback. Retrieved from https://plos.org/resource/how-to-receive-and-respond-to-peer-review-feedback/

What funding streams are available at UPEACE for resident faculty?

Eligible resident faculty members will have the opportunity to request research funding each year. An application including the details of the research activities, including dates, costs (including any co-funding) and expected outcomes should be submitted to your direct supervisor; after review from your direct supervisor this application is submitted to the Rector and Vice Rector for review. The results of your application will be communicated back to you by your direct supervisor. It is important to note that this funding is only available for full-time resident faculty.

What academic journals can I publish in?

Here is a database of academic journals in the fields of environment, development, and other related topics. This database is not exhaustive but rather has a selection of journals to get you started in your search for an appropriate publication outlet. *Academic Journal Base Data.xlsx*

Where should I share my publications resulting from UPEACE research?

You can share your publications through the following 3 ways:

1. **UPEACE social media channels:**
   Please, contact the communications team at communications@upeace.org with as much detail about what you wish to publish. Please collaborate with the community manager, who will provide guidance and assist you with the process.

2. **UPEACE website:**
   Please, contact Ariela Fernandez at afernandez@upeace.org including the link to the publication and with as much detail and information as possible. Once all the details are clear, she will proceed with publishing it on the UPEACE website.

3. **UPEACE journal - Ideas for Peace:**
   Please, send an email to info@ideasforpeace.org including the full text of the article you wish to publish, making sure all format related issues correspond

with academic publishing standards. Please, await the response from and cooperate with the publishing team to finalize the publication process as smooth and quickly as possible.

What are the policies for using the UPEACE name and logo on my research project?

When using the UPEACE name and logo in your research project, it's essential to adhere closely to the policies outlined in the brand book provided. This document serves as a comprehensive guide, ensuring consistency and integrity in representing the University for Peace. Whether it's for academic endeavors or promotional materials, strict adherence to these policies reflects your respect for UPEACE's brand values and standards. As stewards of this esteemed institution's image, it's imperative to utilize the name and logo responsibly, aligning with its mission of fostering peace and sustainability through education and research.

Please consult the Brand Book **here**.

Written by Dr. Olivia Sylvester, Department Chair
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