

Internal Regulations and Code of Best Practices for ICREA Researchers

(Version updated 20th of July 2023)

In creating the Catalan Institution for Research and Advanced Studies (ICREA) in January 2001, the aim of the Catalan Government's Ministry of Universities, Research and the Information Society and the Catalan Foundation for Research and Innovation was to stimulate research in Catalonia, in any field of knowledge. Based on the perspective gained since then, and with a view to providing a guide for researchers in order that they may fulfil ICREA's objectives, ICREA Management has approved the following Internal Regulations and Code of Best Practices. Compliance with these Regulations is obligatory for all ICREA researchers.

1. ICREA researchers are attached to a specific institution (university, laboratory, research centre, etc.), and are obliged to comply with the specific regulations in effect at that institution, in accordance with agreements entered into by ICREA and the respective institutions. If there is a conflict between any of these specific institutional regulations and the terms of the contract entered into by the researcher and ICREA, the agreement between ICREA and the institution in question, or these Regulations, the affected researcher is obliged to communicate this situation to ICREA in order to find an appropriate solution.
2. Researchers must inform ICREA with sufficient advance notice whenever they undertake stays outside of their usual workplace. Thus, it is mandatory to inform ICREA of any work-related trip, whatever its purpose (i.e. 'a talk at a conference', 'fieldwork', 'member of a evaluation panel', 'stay of research', etc). In the case of brief absences (up to one month), researchers need only inform ICREA in accordance with the formal procedure established for this purpose. Stays longer than one month shall require prior authorization from ICREA in accordance with the established formal procedure. In either case, researchers shall also inform the host institution.
3. Researchers must inform ICREA, by means of established formal procedures and with sufficient advance notice, of any agreement or contract that they propose to enter into with any other institution (whether based in Spain or abroad, including the host institution) and obtain approval from ICREA Management. The notice given with regard to any such agreement or contract shall indicate remuneration and hours of work, and shall include an explanation of how the contract or agreement will affect any intellectual and industrial property rights that are the property of ICREA and that arise from results obtained by the researcher. Based on the information provided, the Foundation's Management may temporarily reduce the researcher's working hours and salary. Any problem or conflict that may arise and that affects the work done by an ICREA researcher shall be communicated to the researcher's liaison person at the institution to which she/he is attached as well as to ICREA administration.
4. Any matters concerning contracts, salaries, employment situation, attachment to a particular institution, etc. shall be addressed directly to ICREA administration.

5. Researchers shall indicate that they are ICREA researchers and identify the institution to which they are attached in all papers, publications and disseminations published. The acknowledgement of belonging to both institutions must be stated independently. The optimal manner is as follows:

Last Name, Name ^{1, 2}

1 – Host Institution, address of the Host.

2 – ICREA, Pg. Lluís Companys 23, Barcelona, Spain.

6. Whenever researchers appear publicly at congresses or conferences, in the media, etc., they shall be presented as ICREA researchers, and, if appropriate, the institution to which they are attached shall also be identified.

7. It is the duty and responsibility of each ICREA researcher to keep his/her personal web page (at the ICREA web site) up-to-date, in accordance with the format and guidelines contained in the user's manual. Researchers are also obliged to add information on any activities related to their research work and/or of general interest to their ICREA web page with sufficient advance notice.

8. ICREA researchers are obliged to present an annual report on their activity. Researchers shall be requested to submit this report at an appropriate time and complete it prior to the deadline given. These reports shall be used to assess research activity and taken into account when regular salary reviews are carried out.

9. Research activity carried out by ICREA researchers shall be governed by codes of best practices established for the fields in which they are working. ICREA researchers are expected to comply with the highest standards of ethics and scientific responsibility, and expressly reject any misconduct (e.g., criminal acts, violations of law, academic dishonesty and misconduct, disregard of duties, violation of ICREA policy, including policies against harassment, discrimination, and retaliation, among others), and to promptly report said behaviours and attitudes through the channels provided by the host institution and/or ICREA.

10. ICREA researchers are also expected to become integrated and actively participate in our scientific, academic and cultural life.
