



Council for British Research in the Levant Research Manual

Policies and procedures

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1. Introduction

Dear researcher,

Welcome to the CBRL research community.

CBRL's mission is to advance knowledge and understanding of the peoples and cultures of the Levant. Our vision is for research in the humanities, social sciences and related fields to make the fullest possible contribution to fostering knowledge and understanding of the Levant, for the common good.

The CBRL Research Manual will act as a helpful resource for your research activities. It should be read in combination with the terms and conditions of your award (or, if you are an employee, with the terms and conditions of your employment).

As a network and organisation, we have decades of experience in the Levant. This informs our understanding of what constitutes best research practice in the region. This document sets out policies, procedures and guidance to support you as a researcher while safeguarding yourself, the participants in your research and CBRL. We want to empower you as a researcher and give you the tools and guidance to ensure that best practice in ethical, legal and in safeguarding matters is always followed.

Please do note that although it is a requirement of your award terms and conditions that you comply with this document, you remain an independent researcher (notwithstanding our award and the support we offer in this manual).

We look forward to meeting you and learning more about your work.

With warm wishes,

The CBRL Research SubSubcommittee

2. Scope

This document concerns the CBRL funded research activities of all CBRL staff, fellows, grant holders and project partner/affiliated organisations, collectively known as “CBRL researchers”.

For CBRL’s general codes of conduct and policies please refer to the CBRL website [here](#). The guidelines given in this manual relate to the conduct of research.

At present, the types of research carried out in CBRL’s name include:

- research conducted by CBRL staff (using CBRL or external funding);
- funded research projects where CBRL is an official partner;
- and CBRL-funded projects and individuals.

For all other definitions please refer to the UKRIO Concordat to Support Research Integrity [Annex A: Definitions](#) (page 18).

3. Research Governance

3.1 Overview and purpose

CBRL researchers who are not CBRL employees will have a separate institutional base – a university or research organisation and may be subject to the codes of conduct and policy guidelines of that home institution. Nonetheless, their position as a CBRL researcher or affiliated researcher means that their activities and publications are also subject to CBRL's policies.

Details of our core activities and values can be found on the CBRL website: [What we do - CBRL](#).

Details of our statement of principles and policies are on the CBRL website at: [Policies - CBRL](#).

The purpose of this document is to clarify what that relationship with CBRL looks like in practice, who you are answerable to, what is expected of you, and what support you can expect from CBRL. As such, Research Governance is defined as the processes and policies that define the relationship between the researcher, the lead contact or manager at CBRL, and CBRL as an organisation. While researcher relationships are often mutually beneficial, friendly, semi-formal and long-term, all of which CBRL recognises as positive, formalising the relationship for the duration of the researcher's project provides important clarity around responsibility, process and best practice.

3.2 Policy details

3.2.1 Relationships

In most situations, the “organisation” of CBRL will be represented by the Research Subcommittee.

3.2.2 Lead contacts

You will be designated a lead contact at CBRL who knows about your project. In most cases, your lead contact will be the CBRL Executive Officer. In some cases, your lead contact might also bring in a secondary contact (for example if someone else within CBRL has useful or appropriate knowledge, or capacity).

If you need advice or guidance, your lead contact is the person to ask in the first instance. . Although we hope that your lead contact will be able to offer you support, you should not place reliance on this, and you remain responsible at all times for taking steps to identify the risks that may arise during your work and taking steps to mitigate them.

You should keep in touch with your lead contact about your project. This is important so that CBRL is kept informed of researchers plans, to ensure that awards are being

appropriately used in line with CBRL's charitable objects, and your award terms and conditions.

3.2.3 Research Subcommittee

The Research Subcommittee is one branch of CBRL's governance, with oversight of all research activity. The Subcommittee is made up of academics and experts in various disciplines, all with some focus on the Levant. The Subcommittee meets 2 - 3 times per year, and are aware of your work.

The full list of current Research Subcommittee members can be found on our website at [Governance - CBRL](#).

If you need to contact CBRL regarding your project or the terms of your grant, please write to the Executive Officer. Contact details can be found in section 12.

3.2.4 London office

The London office is located inside the British Academy and is the UK base for a small team. During your time with CBRL, you will be required to submit a report; and an item for further engagement which may take the form of the following: publication, blog, lecture, event, workshop, exhibition or podcast as part of the terms of your award or employment. This may be organised in collaboration with the London office. We will put you in touch with our CBRL Events and Communications Officer and you are welcome to reach out to them with ideas. Please find a list of contacts in section 12 and see the CBRL website: [Staff - CBRL](#).

3.2.5 Home Institution

Unless you are employed by CBRL, you will have a home institution – likely a research organisation or university. If this is the case, then the primary responsibility for oversight of your project lies with that institution. You are expected to understand and comply with CBRL's codes and policies on ethical research practice, outlined in this document, and to comply with this document and your award terms and conditions. In the unlikely event that there is any conflict between the requirements placed on you by CBRL and any requirements place on you by your home institution, please raise this with your lead contact.

3.2.6 Mentorship and support

As an employee or grant holder, you are part of the CBRL network, and we hope to offer you a level of access to CBRL's resources, including support, advice and mentorship during your funded activities or employment. CBRL hopes to help you to form working relationships which last throughout your career and will in turn add to CBRL's support network. However, as you will appreciate, CBRL offers this support to researchers who are not staff as a gesture of goodwill and in support of our shared goals, and you should not place reliance on receiving this support; in most cases, we would expect that your home institution would primarily offer you support.

Individuals within CBRL may also reach out to you if your knowledge and expertise would be useful or helpful to them and their work. While you have no formal commitment to CBRL after your funding or employment ends, it is hoped that you will continue to engage with the network in the spirit of collaboration and partnership.

CBRL publishes two peer-reviewed journals, [Levant](#) and [Contemporary Levant](#), and we strongly encourage you to consider publication of your research in these venues. We also publish archaeological monographs. Prospective authors are encouraged to contact the Editors to discuss potential submissions.

Editor of Levant: https://cbrl.ac.uk/caroline_middleton/

Editor of Contemporary Levant: https://cbrl.ac.uk/sarah_irving/

3.2.7 Complaints

Any complaints should be directed to your lead contact in the first instance. If your complaint concerns your lead contact, or you are uncomfortable discussing it with your lead contact, you should contact the Research Subcommittee Chair. If you are unhappy with the Research Subcommittee, you should write to the CBRL Chair or Executive Officer. A list of key contacts can be found at the end of this document.

If your complaint concerns a safeguarding issue, for example bullying, discrimination, harassment, or sexual abuse, you should contact the Safeguarding Lead. For more information, please see [CBRL's policies](#) and the list of contacts at the end of this document.

4. Research Ethics

4.1 CBRL Research Principles and Integrity

CBRL's policies and guidelines exist to support scholarship that upholds the highest standards of research integrity, recognising these as fundamental to ethical, sound and sustainable scholarly engagement and production. For CBRL's full [Statement of Principles](#), please see the CBRL website.

In defining the principles of research integrity, we draw upon values consistent with the Concordat to Support Research Integrity¹, and actively seek to foster principles of honesty, rigour, transparency and openness, and care and respect, in all aspects of our work and the research we support.

We hold principles of Research Integrity to include:

- i. *Honesty* in the presentation of research goals, findings, and intentions of research, including the declaration of any possible risk; reporting on the purpose of research, its methods and procedures; the use and acknowledgment of other researchers' work and ideas, ensuring proper citation and avoiding plagiarism; and conveying evidentially-based interpretations;
- ii. *Rigour*, in line with prevailing disciplinary norms and standards in: performing research and using appropriate methods; adhering to an agreed protocol where appropriate; drawing interpretations and conclusions for the research; and communicating the results;
- iii. *Transparency and openness*: in declaring conflicts of interest and risks; in obtaining consent from or on behalf of participants or others affected by the research; in reporting research data collection methods; in the analysis and interpretation of data; in making research findings widely available, including sharing negative results as appropriate; and in presenting one's work to other researchers and to the general public;
- iv. *Care and respect* for all participants in and subjects of research, including humans, animals, the environment and cultural objects. This includes respect for the confidentiality of information supplied by research subjects and anonymity of respondents unless otherwise agreed with research subjects and respondents. It also entails respect for the stewardship of research and scholarship for future generations.

CBRL expects all applicants for funding to indicate whether their proposed research raises any specific ethical issues that would require sensitivity and adherence to specific ethical guidelines and practices. These may include:

¹ The [Concordat to Support Research Integrity](#) was first published by Universities UK in 2012 with an update in 2019. It was developed in collaboration with the funding councils, research councils, the Wellcome Trust and other government departments and seeks to provide a comprehensive national framework for good research conduct and its governance. See [Updated FINAL-the-concordat-to-support-research-integrity.pdf \(universitiesuk.ac.uk\)](#)

- the involvement of human participants;
- the involvement of human remains;
- the use of animals;
- the destructive analysis of historic artefacts;
- the study of artefacts the legal provenance of which is not secure;
- research that may result in damage to the natural or historic environment;
- the use of sensitive social, economic or political data;
- research conducted in occupied territories.
- The involvement of vulnerable persons including refugees, displaced persons, stateless persons and children.

You are required to apply for and receive ethics approval from your host university to ensure your research has been thoroughly considered from an ethical perspective and appropriate strategies put in place. Employees should discuss their research with CBRL's Director, who will assist your application to an accredited IRB where necessary.

Above all, CBRL considers best practice to be ethical practice, and this is the best way to ensure successful research outcomes for your project. You must also understand how your behaviours and practices in the region reflect upon CBRL, whether directly or indirectly. Above all, you are expected to operate to the highest ethical research standards and raise any concerns with your lead contact. CBRL seeks to facilitate and guide you towards a reflexive approach to ethical research design and practice. Although you retain responsibility for your ethical practice, you are encouraged to draw on the expertise of CBRL's staff and networks and seek help and advice as part of their commitment to ethical research.

CBRL has a duty to protect its values, but also its position and relationships as an embedded stakeholder in the Levant and is committed to ensuring all research carried out in its name or using its resources is in line with the values and ethical principles as defined in the Ethics Statement. CBRL recognises that what is "ethical" is often contested and contextual, and as such does not see itself as the arbiter of morality in research.

4.2.1 Conflicts of Interest

In line with CBRL values, researchers should consider how their relationships and interests may lead to bias in their work. Conflicts of interest may be financial, reputational, interpersonal or political, and the relationship or interest may be with individuals, groups of people, communities, organisations or companies. Conflicts of interest may also arise in the relationships and interests of close personal relations of the researcher.

Where conflicts of interest are identified, you must be able to justify these on the basis that any potential benefit to you or your close personal relation are incidental, and not by

design. For the avoidance of doubt and in the spirit of transparency, you are encouraged to declare any conflicts of interest that you think have the potential to cause bias or be perceived to cause bias.

Researchers should also consider where potential conflicts of interest might arise over time. CBRL recognises that researcher's relationships and interests will develop as they spend time in the region. If a conflict of interest arises that may affect the independence or perceived independence of the research activities, the researcher is expected to declare this to their lead contact at CBRL or the Research Subcommittee.

CBRL does not permit researchers to conduct research activities which may lead to personal financial gain.

4.2.2 Working with objects

Researchers working with objects, defined as any non-living material things, non-material things and living plants, including but not limited to: artefacts; plant samples; written documents; digital objects and human remains (no traceable living relations), must seek relevant permissions. Relevant permissions may relate to structures of local or national governance, access and copyright issues, property rights, cultural heritage, and provenance. It is the responsibility of the researcher to understand and navigate these claims and relationships.

Researchers must never steal or take objects. Researchers must not buy objects or borrow objects without relevant permissions. CBRL funds must not be used for the purchase of research objects, books or computing equipment.

Researchers may not work with or analyse any materials that were excavated illicitly, or in occupied territories.

4.2.3 International legal frameworks and concordats

CBRL acknowledges and endorses the following international legal frameworks and concordats. Researchers should familiarise themselves with these, and where relevant reference them in their ethical declaration.

- [ICOMOS Charter for the Protection and Management of the Archaeological Heritage](#)
- [The Universal Declaration of Human Rights](#)
- [The United Nations 1951 Refugee Convention](#)
- [The Paris Agreement/United Nations Framework Convention on Climate Change \(UNFCCC\)](#)
- [The United Nations Rio Declaration on the Environment and Development](#)
- [UNESCO International Code of Ethics for Dealers in Cultural Property](#)
- [United Nations Declaration on the Rights of Indigenous Peoples](#)
- [1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property](#)
- [1995 UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects](#)

- [2001 UNESCO Convention on the Protection of Underwater Cultural Heritage](#)
- [1954 Hague Convention \(UNESCO Convention for the Protection of Cultural Property in the Event of Armed Conflict\)](#)
- [NAGOYA protocol](#) - The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) to the Convention on Biological Diversity
- [1967 Protocol Relating to the Status of Refugees](#)
- [UK Data Protection Act](#)

4.2.4 Disciplinary guidelines

CBRL funds research across the humanities, social sciences, and related disciplines and recognises that it is not always best placed to provide specific disciplinary expertise. As such, CBRL strongly suggests that researchers familiarise themselves with the ethical code of conduct of relevant research organisations, funders or learned societies with a disciplinary focus, *in addition to* the commitments they make to CBRL, and to seek appropriate training.

The following is a list of some professional bodies, research organisations, funders and learned societies:

- [Association of Internet Researchers](#)
- [The British Association for Applied Linguistics](#)
- [British Association for Biological Anthropology and Osteoarchaeology](#) (BABAO)
- [British Educational Research Association](#)
- [British International Studies Association](#) (BISA)
- [British Society for Middle Eastern Studies](#) (BRISMES)
- [British Sociological Association](#) (BSA)
- [Chartered Institute for Archaeologists](#) (CIfA)
- [International Council on Monuments and Sites](#) (ICOMOS)
- [International Association for the Study of Arabia](#) (IASA)
- [RESPECT Code of Practice for socio-economic research](#)
- [Royal Anthropological Institute](#) (RAI)
- [Royal Geographical Society](#) (RGS)
- [Royal Historical Society](#) (RHS)

5. Risk Management

5.1 Background

CBRL exists in a fluid and potentially volatile geo-political context and CBRL-supported and/or sponsored researchers need to be sensitive to circumstances that may change and be ready with contingency plans. CBRL researchers planning to visit the region should carry out their own risk assessments via their own universities and are required to sign-up for [FCDO travel advice](#) alerts for the Levantine region and other relevant countries. Also, CBRL researchers need to be aware that they carry the word 'British' with them whatever their nationality and that given the UK's complex historical involvement in the region, CBRL as an organisation and as individual researchers, like other Western actors, may be liable to feelings of suspicion or distrust despite our commitment to research of the highest ethical and academic standards.

5.2 Overview and purpose

All research activities involve a level of risk. Risk management as a policy and risk assessment as a process are not intended to remove risk, but to encourage stakeholders in that research activity to consider risk, mitigate, and determine what level of risk is acceptable.

The purpose of this section is to provide policy guidance and support to its staff and funded researchers before, during, and after their research activities in the Levant. This document is not intended to provide a comprehensive guide to all the potential risks researchers may face during their research activities but outlines the processes and principles that researchers should consider when completing their own risk assessment. CBRL encourages researchers to draw on external expertise and seek help and advice as part of the risk mitigation process. For specific advice on safety issues surrounding travelling and working in the region, see sections 6. Health and Safety; and 7. Travel, subsistence and expenses.

5.3 Responsibilities

CBRL assumes no liability for your health, safety, security or travel arrangements, and it is important that you acknowledge that whilst CBRL is able to act as a resource, it is not intended that you (or your home institution where relevant) should rely on CBRL to provide advice or guidance in relation to the nature or likelihood of any risks that may or may not be foreseeable in connection with your research (including transportation, travel documentation, health, insurance, safety and security, evacuation or repatriation or the legality of research in the proposed location).

You are responsible for identifying and mitigating any risks associated with your research and must undertake a comprehensive and detailed risk assessment covering relevant areas.

You should agree to fully assume all the risks that will or may be associated with the research activities and fully release CBRL from any and all liability in connection with them, to the extent that you are lawfully able to do so.

5.4 Policy details

This section outlines CBRL's policy on how risk should be considered, mitigated and recorded before research activity begins.

5.4.2 Identifying risks

The researcher should bear in mind the different types of risk may include but are not limited to:

- Physical
- Reputational
- Psychological
- Financial
- Legal
- Political
- Social

5.4.3 Assessing Risks

For each potential risk, the researcher should consider the possible outcomes and decide how likely each of these is to occur:

- Highly likely/ probable
- Somewhat likely
- Somewhat unlikely
- Highly unlikely/ improbable

The researcher should also consider the severity of each outcome:

- Severe risk
- High risk
- Medium risk
- Low risk

5.4.4 Mitigating Risks

For each potential risk, the researcher should consider what factors are within their control. There are four main ways to mitigate risk:

Avoid
Reduce
Monitor
Accept

The researcher should consider how strategies to mitigate risk can lower risk in terms of likelihood and severity to an 'acceptable' level.

CBRL always considers the current travel advice provided by the FDCO and we strongly encourage researchers to be aware of current advice:

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

5.4.5 Declaring Risks

It is important for the researcher to be transparent, and not to see the risk assessment as a "box-tick" exercise, but rather a supportive and enabling process. Declaring the risks inherent in the research activity will allow the researcher to start a discussion about which risks are acceptable, which are not, and how risk might be better mitigated in specific contexts.

6. Health and Safety

6.1 Overview and purpose

Researchers must consider health and safety questions ahead of their research activities, and CBRL itself has a responsibility not to provide awards to researchers who have not done so, as this could risk CBRL's awards being used for dangerous or harmful activities. CBRL recognises that health and safety are relative concepts, mediated by illness, disability, gender, age, race, class, nationality, sexuality and other intersecting categories.

CBRL can only provide guidance, and the researcher must take responsibility for their health and safety and not compromise on these for the benefit of their research.

6.2 Policy details

This policy is intended to complement and not supersede any other health and safety policy that you are already covered by; as an employee, student or representative of another institution, and therefore to the extent there is any conflict between those policies and this policy those policies shall prevail. 6.2.1 Legal framework

CBRL staff are covered by the UK Health and Safety at Work Act 1974, details of which can be found in the Staff Handbook.

Each Institute has its own health and safety processes and visitors are required to familiarise themselves with these, especially the fire safety and natural disaster guidance.

6.2.2 Health

Researchers should discuss existing mental or physical health conditions with their medical practitioners or carers before committing to research activities. They should also consider these from the perspective of risk, ethics, and safeguarding, and raise any concerns with their lead contact and relevant documentation.

In the event that your mental or physical health is harmed or deteriorates during the research activities, you should make immediate arrangements to access the most appropriate medical care. It is CBRL's position that you are best placed to judge your own needs, but you should not hesitate to ask for advice and support from CBRL staff if you feel this would be beneficial.

You should take reasonable steps to mitigate risks to your own health. Examples of best health practice for researchers include:

- Carrying spare prescription medicine on a trip;
- Checking all relevant vaccinations are up to date;
- Carrying basic medical and first aid supplies;
- Understanding which viruses, illnesses and pandemics are present in the region;

- Following local healthcare advice;
- Researching the local healthcare system and identifying nearby healthcare centres;
- Holding an up to date 'First Aid' qualification.

6.2.3 Safety

During your research activities, safety should be thought of in terms of potential hazards posing potential risks to the safety of you, your contacts and participants. These should be carefully considered as part of the risk assessment procedure. Some common examples of best safety practice for researchers include:

- Consulting the UK Foreign, Commonwealth and Development Office advice and local guidelines and/or the equivalent from the countries where you hold citizenship;
- Carrying the contact details of your embassy or consulate;
- Understanding local laws and how they differ to the UK, for example with regards to political activism, sedition, alcohol and drug use, harassment, and sexuality;
- Meeting subjects in public spaces;
- Travelling with a trusted chaperone, who may also act as a gatekeeper, driver, assistant or translator;
- Making sure a trusted contact is aware of your location;
- Considering self-presentation according to local conventions;
- Making sure your language skills are adequate;
- Using recommended travel and accommodation options.

Please note that all CBRL researchers are required to sign up to receive FCDO travel advice alerts by email for the relevant national context(s).

6.2.4 Contexts of conflict

Structures of conflict and occupation are prevalent, to varying degrees, throughout the region. This is the case in many parts of the world, and CBRL does not intend to perpetuate the narrative that the Middle East is especially or uniquely 'dangerous'. However, there are, and fluctuating, circumstances that any researcher will need to be aware of when considering their health and safety.

It is recommended that researchers pay close attention to current affairs, regardless of your discipline, and develop an in depth understanding of the political history of the region.

Researchers should consider how your identity can and will affect your experience. Your nationality, but also your religion, race, gender, age, sexuality and other characteristics will impact your interactions with other individuals, but also the authorities.

6.2.5 Insurance

All researchers are required to take out their own health and travel insurance, either personally or via their employing institution, except in the case of CBRL staff where individuals will be added to CBRL's existing organisational policy, subject to confirmation of

the insurers. It is your responsibility to make sure you understand your insurance arrangements and always carry relevant documentation with you.

6.2.6 Reporting

Unforeseen health and safety concerns may arise during your research activities. You are not required to disclose health and safety issues unless they significantly impact your ability to carry out your research activities as planned. However, we encourage you to keep in touch with your lead contact at CBRL as they may be able to provide support. Your experiences may also be of use to others within the CBRL network, and so any information you are willing to share would be appreciated.

7. Travel, subsistence and expenses

7.1 Overview and purpose

CBRL cannot anticipate every possible difficulty or cost that researchers might encounter, and researchers are therefore encouraged to both consult with CBRL advisors and to use their own judgement.

7.2.1 Spending

CBRL retains the right to ask for details of researchers' spending at any time. Costings should be recorded and where spending is above relative value for money, justification should be given.

Funds can be 'topped up' with the researcher's own money if the use of CBRL funds is carefully recorded and justified. The funded research project must be the primary reason for the travel.

The researcher should consider their position as a consumer or temporary employer in the local economy.

If you are unsure about how you may use your CBRL funding, or a situation arises that is not covered by this document, please consult your lead contact before spending. Please do refer to the [Grants Guidance Document](#).

7.2.2 Accommodation

CBRL does not place any limit on the accommodation choices of its researchers in acknowledgement of varied access needs. However, researchers should be able to explain and justify their accommodation choices on grounds of need or necessity. Researchers should spend as little of their grant as possible to be comfortable and safe.

CBRL may be able to advise on local accommodation. Although researchers should not rely on the Institutes' recommendations and remain responsible for identifying and mitigating risks that may arise during their research, including in connection with accommodation, researchers are encouraged to plan their trips in conversation with their network at CBRL.

AirBnb and other similar rental marketplaces are permitted but researchers are encouraged to research all options.

7.2.3 Subsistence

CBRL funds can be used for any reasonable subsistence needs including meals, new medical or health costs, parking and toll costs (individual insurance for the researcher should be

covered by the employing institution). Researchers should be able to justify relative value for money. CBRL does not offer a flat per diem rate as living costs vary greatly across the region, and records of spending must be itemised.

7.2.4 Public transport

Researchers are expected to travel in the standard or economy class where possible. CBRL staff will be able to provide advice on local timetables and routes.

7.2.5 Private transport

CBRL recognises that private transport is often the only way for researchers to travel for a variety of reasons, and as such does not prohibit the use of CBRL funds to arrange private hire transport.

It is not permitted to use CBRL funds to purchase a vehicle.

7.2.6 International borders

Researchers should book economy class flights unless there are exceptional circumstances, such as access needs or better value for money.

CBRL cannot sponsor visa applications, but CBRL funds can be used to pay for visa services.

Where it is expected that foreigners or researchers pay a premium for visa processing or border crossing service, this is acceptable.

In certain circumstances, researchers may wish to secure letters of invitation prior to travel / commencing research. Please consult your institution and/or CBRL lead contact prior to crossing an international border.

7.2.7 Research Assistance

Unless prohibited in your terms and conditions, funds can be spent on research assistance. This may take many forms, including:

- Data gathering
- Translation services
- Transcription services
- Driving

Research assistants cannot help with analysis or writing without being brought onto the project as a co-investigator. All assistants should be acknowledged in any publication that

results from their work. Be aware of researcher – research assistant relationships in the region, sometimes these can be informal and, at times, exploitative. The researcher should seek to employ an assistant, pay the standard local rate for the service, make the duties and responsibilities explicit before commencement of the work, and secure any necessary insurance cover for their employee. Researchers must consider their position as a temporary employer and also be familiar with local laws, and how the assistant might view the role as a potential for future opportunities and working relationships. It is essential that the researcher makes clear from the beginning the agreement between themselves and the local research assistant to ensure that there is no doubt over what is expected and draw clear boundaries within the roles and the work. It is acceptable, and encouraged, that the researcher provides mentorship and advice within this working relationship, but the researcher is responsible for making sure the assistant is not working under false pretences.

8. Safeguarding

8.1 Overview and purpose

Everyone involved in research has an ethical responsibility to prevent abuse and exploitation from taking place. CBRL recognises that abuse and exploitation can take place in any situation of power imbalance, not just where 'vulnerable' individuals are present, and that such power imbalances are often present in researcher-participant relationships. With that in mind, CBRL takes seriously its responsibility to ensure safeguarding is embedded in all research that it facilitates and funds. As such, CBRL expects its researchers to centre safeguarding and ethical practice in their projects.

The purpose of safeguarding is to prevent harm. The purpose of this section is to help researchers understand how, where, when and why abuse might take place, how to prevent it happening, and what to do if it does happen.

8.2 Policy details

Researchers should carefully consider the relationships that they have with their participants and contacts from a safeguarding perspective.

8.2.1 Relationships

Researchers should consider the relationships between everyone who will be involved in the research activity, who will have contact with whom, and how those relationships might have power imbalances that could create safeguarding concerns. This includes:

- Researcher (self)
- CBRL supervisor/ project contact
- Other CBRL colleagues
- Co-investigators on the project
- Project facilitators (including contractors, assistants)
- Participants/ subjects (individual and group)
- Cultural and material heritage

8.2.2 Types of abuse

There are many types of abuse and exploitation that researchers should be aware of:

- Rape and sexualised abuse
- Bullying and harassment
- Financial exploitation
- Criminal exploitation
- Physical violence
- Destruction or damage of property
- Psychological or emotional abuse

- Modern slavery and trafficking
- Kidnapping and unlawful detention
- Discrimination
- Disrespect
- Neglect

The researcher has a responsibility to ensure that their participants do not experience any of these as a result of their research, whether from themselves or from others.

8.2.3 Contexts of abuse

Apart from a general commitment to conducting ethical, safe research, CBRL asks that researchers pay special attention to the following concerns that may arise in their research. These should all be considered in terms of ethics and risk management.

- Researcher-participant relationships: are inherently structured by a power imbalance;
- Sensitive or emotive topics: may come up in interviews;
- Professional-personal relationships: can become blurred over time;
- Working alone: can more easily lead to situations where there is limited accountability or answerability.

8.2.4 Safeguarding measures

There is considerable overlap between planning ethical research, risk mitigation and safeguarding techniques. Some general principles apply here:

- Ensure participation is on the basis on informed consent;
- Maintain confidentiality and anonymity;
- Meet in public or semi-public places;
- Treat people with dignity and respect.

8.2.5 Equality, diversity and inclusion

CBRL believes centring the principles of equality, diversity and inclusion in research practice produces more ethical, more rigorous research and expects its researchers to ensure that their participants and contacts feel they are respected regardless of their identity or characteristics. Researchers are asked to carefully consider whether their research design or personal implicit biases might lead to discrimination on the basis of:

- Religion or belief
- Age
- Gender
- Sexuality or orientation
- Marriage or relationship status
- (Dis)ability

- Pregnancy or maternity
- Race
- Nationality
- Class
- Caste
- Wealth

Please note that this does not prevent research from having a focus on a specific group or community, where the reason for the inclusion or exclusion on the basis of identity or characteristics is clear in the research design.

8.2.6 Young people and adults at risk of harm

When working with young people or adults at risk of harm, all the same safeguarding principles apply, but the potential for abuse is far greater as the power imbalance increases. CBRL does not recommend and will not fund research activities that focus on young or at-risk participants, as the risk of safeguarding violations is too high.

Adults at risk of harm can be identified as people who require care or have previously suffered abuse. This might include:

- People at risk of harming themselves or others
- People with disabilities
- People with learning disabilities
- People with mental health conditions
- Older people
- People who have experienced physical or sexual violence

CBRL researchers should never offer or agree to provide care to children or adults at risk of harm.

8.2.7 Refugees

Working with refugees has particular ethical and safeguarding concerns. These will inevitably vary depending on the research design but will likely include careful consideration of their legal and economic precarity, marginalisation and disenfranchisement, and emotional, physical and psychological trauma. According to the principle that wherever there are power imbalances there is the potential for exploitation and abuse, refugees are extremely vulnerable in this regard. For such projects, researchers are advised to consult the code of ethics adopted by the International Association for the Study of Forced Migration (IASFM).

Except in specific circumstances, CBRL will only fund work with refugees that has the oversight of a research institution or university, has local partners advising or gatekeeping on the project, and researchers have had specific training and relevant criminal record checks.

8.2.8 Reporting

If you discover or are made aware of an incident of exploitation or abuse, you must report it. In the event that you have a reasonable concern that the law has been broken or there is immediate danger to an individual or structure, you must contact the local authorities or emergency services. In the event of actual, attempted or threatened abuse by CBRL staff or representatives, towards you or someone else, you are advised to contact the local authorities and the UK authorities. You must also contact the CBRL Safeguarding Lead who will be able to advise you on next steps.

You must also follow our Safeguarding ‘reporting a concern’ procedure and contact the CBRL Safeguarding Lead who will be able to advise you on next steps.

Designated safeguarding Leads at CBRL are:

Dr Jane Humphris, Director CBRL directorsafeguarding@cbrl.ac.uk

Trustee Safeguarding Lead: Tom Thomson (Hon Sec) trusteesafeguarding@cbrl.ac.uk

Committing, attempting to commit or threatening to commit any type of exploitation or abuse is additionally considered to be scientific misconduct and should be reported to the Research Subcommittee. For more information on the reporting procedure please refer to section 11.2b Reporting Misconduct and 3.2g Complaints.

9. Data Management

9.1 Overview and purpose

Data management refers to the gathering, handling, storage and use of data. Data is defined as any recorded piece of information or evidence. Data might be central to the research, or personal to the participants. Researchers must carefully consider what data they are collecting and storing and be able to justify this, in line with CBRL’s ethical guidelines.

Good data management protects the researcher, the institution and the research participants from accidental malpractice or misuse by third parties. This section provides a guide for researchers on how to treat data in terms of collection, storage, use, access and dissemination. In the digital age, data protection and information security are central concerns.

9.2 Policy details

This policy outlines the different types of data that researchers will encounter, and outlines CBRL’s requirements for researchers regarding the collection, storage and dissemination of data.

9.2.1 Research data

Research data refers to any information that may inform analysis and research output. This may include, but is not limited to, fieldwork observations, transcripts, video and audio recordings, images, statistics and survey responses, texts, and objects.

As well as gaining informed consent from participants before they can contribute to your research (see 'Working with Subjects' in the Ethical Code of Conduct), you must seek consent from your participants regarding how you can use their data (see 4.3.4). This includes to what extent the data must be anonymised, how long you can store it, and how you can share it.

You should be aware that the gathering of research data usually includes having access to people's personal data.

9.2.2 Personal data

Personal data is different to research data. Even though CBRL's researchers are likely to be working outside of the UK and European Union, researchers are still bound by the General Data Protection Regulation (GDPR) (2016). Under GDPR, personal data is any information that relates to an identified or identifiable living individual.

Some types of personal data include but are not limited to:

- Name
- Contact details (email, address, phone number)
- Place of work or study
- Membership of organisation or group
- ID number or code
- Description of appearance or characteristics
- Identifiable images
- Specific location information (eg. GPS)
- Genetic or biometric information
- Recording of voice
- Personal characteristics including race, age, sexuality
- IP address

Researchers with access to personal data should familiarise themselves with the [CBRL GDPR Policy](#) which is reviewed annually. Researchers employed or funded by CBRL are bound by this policy. Some key considerations for researchers include:

- The gathering and storage of data must be transparent;
- Data should only be kept as long as it is relevant;
- Data must not be used for purposes that were not agreed with the participant;
- Participants must have the right to withdraw their consent at any time;
- Data must be accurate;
- Data must be stored in a secure manner.

9.2.3 Storage

In the short term, researchers are responsible for the storage of their data on their personal devices and accounts, which should be password protected. CBRL recommends that digital data is stored in more than one secure location at all times.

In the longer term, data must be stored in a suitable repository . Data should be anonymised and not contain any identifying or personal information. The repository may stipulate the length of time that data is kept, but CBRL recommends 10 years.

Researchers should be aware that surveillance by authorities is common practice in the region, as it is in most of the world. Beyond interactions at state borders and checkpoints, researchers should be aware that their activities may be monitored including their movements, and correspondence by post, phone, and online.

9.2.4 Security

Digital security is a serious concern in the modern age. Researchers are expected to take reasonable steps to ensure that their research data is secure while it is in their possession. Researchers are expected to ensure they have an adequate standard of digital literacy required to protect the data they are collecting. CBRL recommends that you consider the following measures across devices:

- Encryption and password protection on all files
- Password manager
- Firewall and anti-virus software
- Understanding common signs of phishing attacks
- Regular back-ups in at least one cloud location and one physical location
- Enable multi-factor identification
- Using trusted WiFi networks
- Ad-blocking software
- VPN software
- Avoiding portable memory devices such as memory sticks

By protecting yourself and your devices online in general, you will prevent accidental breaches to any research or personal data in your possession.

CBRL does not consider it to be ethical to gather and store data that you cannot adequately protect.

In the case of a breach of personal data, the researcher must immediately contact your institution;s Data Protection Officer or equivalent, and CBRL staff should contact dpo@cbri.ac.uk (Data Protection Officer) who will advise on next steps.

9.2.5 Sharing and social media

Researchers are asked to remember that during your time as a CBRL researcher, you are acting as a representative of CBRL, and this includes on public online platforms. As such, it is important to be mindful of what you are revealing about yourself, your research, and CBRL online. Sensible social media usage is also a security matter. Please familiarise yourself with our [Media and Social Media policy](#).

When sharing images and information online, researchers should consider:

- Is it a public or private forum? Who will see this?
- What data and/or metadata are you sharing?
- Do you have permission to share the content, and are there copyright or access concerns to consider?
- Are you revealing your location or the location of others?
- Are you revealing the identity of your participants or contacts?
- Are you expressing views that might put others in a difficult position (including CBRL as an organisation)? Charity is a UK registered Charity and therefore must abide by the Charity Commission's rules on political activity.
- How might this content be perceived by stakeholders in my project, including my participants, CBRL, CBRL funders, and governments?

9.2.6 Open Access

CBRL considers open access to be an ethical approach to research, as outlined in the UK [Concordat on Open Research Data](#). CBRL is a UK charity and as such is committed to research providing a public good. Unless there is a clear reason not to do so, research data should be made available as widely and freely as possible.

Staff and researchers are required to submit any significant electronic resources or datasets created as a result of research available in an accessible and appropriate depository. In the case that CBRL is the majority funder of the research, for example in the case that the researcher is employed by CBRL, your award terms and conditions will provide that you must acknowledge CBRL's support on publication, and may set out terms on the ownership or use of intellectual property including research data in your employment contract. In the case that external funders also make claim to intellectual property, this must be clarified in writing before the commencement of the research activities. CBRL requests that all funded researchers acknowledge CBRL support in any publications that result from CBRL-funded research.

There are many cases where data should not be openly accessible. The ethical commitments of the researcher to their participants should supersede commitments to open access and data should not be made available if it:

- Puts participants at risk;
- Poses a security risk to anyone else;
- Contradicts confidentiality or consent agreements;

- Would be unreasonably expensive to translate or transcribe into a digital format.

10. Bribery, fraud and corruption

10.1 CBRL statement on bribery, fraud and corruption

CBRL has a zero tolerance approach to fraud, corruption or bribery.

CBRL is committed to acting professionally, fairly and with integrity in all of their business dealings and relationships and to implementing and enforcing effective systems to counter fraud, bribery and corruption, and requires its researchers to act with professionalism, honesty, integrity, and in accordance with the law (including the Bribery Act 2010).

10.2 Overview and purpose

Fraud, bribery and corruption refer to the abuse of power, or misuse of resources, for personal gain.

The purpose of this section is to make CBRL's staff and funded researchers aware of what is meant by fraud, corruption and bribery, and to understand what their responsibilities are in this regard.

10.3 Policy details

10.3.1 Role of the trustees:

The trustees of CBRL are responsible for:

- i. developing and implementing effective controls to help prevent and detect fraud, bribery and corruption;
- ii. carrying out thorough and prompt investigations if any incidents of actual or attempted fraud, bribery or corruption occur;
- iii. taking appropriate action against perpetrators of actual or attempted fraud, bribery or corruption;
- iv. reporting any incidents of actual or attempted fraud, bribery or corruption at the next trustees' meeting;
- v. complying with the Action and Response Plan;
- vi. reporting any incidents of actual or attempted fraud, bribery or corruption to the police if necessary and appropriate;
- vii. reporting any incidents of actual or attempted fraud, bribery or corruption to the CBRL's insurers if necessary; and
- viii. submitting a serious incident report to the Charity Commission in relation to any incident of actual or attempted fraud, bribery or corruption if necessary, in accordance the Charity Commission guidance.

10.3.2 Framework

CBRL researchers are expected to act in accordance with the law of England and Wales, as well as in accordance with relevant laws in the national context in which they work. It is the responsibility of the researcher to understand the governance structures and rule of law in the contexts in which they are working.

Researchers must comply with this Bribery, corruption and fraud policy, and must notify CBRL as soon as possible of any breach or suspected breach of the policy, so that CBRL can take appropriate steps. Researchers must cooperate with CBRL's reasonable requests in taking such appropriating steps, including any steps required in accordance with the CBRL Bribery, Corruption and Fraud Action and Response Plan.

CBRL recognises that researcher-subject relationships often have or develop a personal dimension, and that the UK legal definitions of bribery, fraud and corruption may be difficult to apply in some circumstances. CBRL emphasises that neither researchers nor their participants should be exploited or coerced, and would be happy to discuss particular concerns with researchers (although researchers must remain responsible for their own actions and compliance).

10.3.2 Fraud

Researchers must not carry out fraudulent activities.

For CBRL's purposes, fraud is a form of dishonesty with the intention of deceiving or cheating someone in order to make a gain or cause loss. As defined in accordance with the [UK Fraud Act 2006](#), this could involve:

- fraud by false representation (e.g. pretending to hold a position which you do not hold, or misleading someone);
- fraud by failing to disclose information (e.g. failing to disclose the purpose or context of your research); and
- fraud by abuse of position (e.g. using your position to exploit others).

The deception or cheating may or may not necessarily involve or result in the direct loss of funds or other assets belonging to CBRL. For example, a person falsely purporting to be an employee or volunteer of CBRL would be considered a fraudulent act.

Other examples of fraud include:

- i. theft or manipulation of assets including databases and confidential information;
- ii. falsification or alteration of cheques, other payment means, accounting or other documents;
- iii. inappropriate authorisation of purchases in exchange for bribes, kickbacks or other payoffs from suppliers;
- iv. suppression or omission of the effect of transactions from records;
- v. attempts to launder money through CBRL's accounts;
- vi. attempts to use CBRL as a means of improperly obtaining tax advantages (e.g. through certain gifts of shares);

- vii. claiming expenses not actually or properly incurred.

It should be noted that the fraudulent act can be merely the attempt to deceive, and attempted fraud is therefore to be treated as seriously as accomplished fraud.

10.3.3 Bribery

Bribery is defined as the offering, promising or giving of a reward or incentive, financial or otherwise, encourage them to perform their functions or activities improperly. This might include:

- i. offering an incentive to induce a person to perform a certain activity; and
- ii. giving a reward to someone in return for their failure to carry out their proper function.

Researchers must not offer, give, solicit or accept bribes, from any person or organisation. This includes but is not limited to unreasonable incentives to participate in research activities. Small expenses or refreshments are acceptable – see below on gifts and hospitality.

Researchers must not accept any material corporate hospitality or other benefit or advantage (which could influence the decision to use a service provider) when considering service providers.

Researchers must also act in accordance with relevant laws in the national context in which they work, and England and Wales' Bribery Act 2010. It is the responsibility of the researcher to understand the law.

10.3.4 Corruption

Corruption refers to any abuse of position or power for gain that is not defined as fraud or bribery.

Researchers are expected to represent CBRL in accordance with CBRL's principles and values and must not misuse their position as an associate of CBRL.

Researchers must also act in accordance with relevant laws in the national context in which they work. It is the responsibility of the researcher to understand the law.

10.3.5 Gifts and hospitality

In principle, the giving or receipt of gifts is not prohibited, if the following requirements are met in relation to the gift or hospitality:

- i. it is not made with the intention of influencing anyone to obtain or retain business or a business advantage (including any investment or financial support), or in explicit or implicit exchange for favours or benefits;

- ii. it does not breach any other law;
- iii. it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- iv. taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time (for example, a small gift in keeping with relevant cultural traditions to mark a particular holiday or festival);
- v. it is given openly, not secretly; and
- vi. it is not offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of the trustees.

However, researchers must also act in accordance with relevant laws in the national context in which they work. It is the responsibility of the researcher to understand the law. If during your research you come across instances of fraud, bribery or corruption, please refer to the procedures and guidance in our [Anti-Bribery, Fraud and Corruption policy](#).

11. Scientific Misconduct

11.1 Overview and purpose

CBRL funds and oversees many different types of research and misconduct can occur at any stage, from application to publication. Scientific misconduct broadly refers to any action that allows the researcher to personally or professionally gain from unfair, unethical, or unauthorised behaviour. It can be thought of as cheating within academia. Misconduct can happen through intentional bad practice, or through negligence. CBRL considers good scientific conduct to be ethical conduct.

The scientific misconduct policy exists to ensure that research carried out in CBRL's name, with CBRL's resources, is produced and published through rigorous and fair research processes. This section will define what scientific or research practices are unacceptable and allow researchers to understand what will happen when misconduct is identified.

11.2 Policy details

This section will help the researcher to understand what constitutes misconduct, what to do if they detect it, and what will happen if they are found to have committed misconduct.

11.2.1 Identifying misconduct

Scientific misconduct is also known as academic malpractice. It can happen deliberately or through negligence. There are several types of misconduct:

- Fabrication – the creation of false data, information, results or materials;
- Falsification – the manipulation of materials, resources, equipment without methodological basis and recording;
- Plagiarism – the appropriation or copying of existing ideas, results, or writings without appropriate reference;
- Misrepresentation – the presentation of data, process, interests, qualifications or authorship in a manner that is misleading or false;
- Breach of duty of care – the breach of consent, anonymity or rights of the subjects or objects of the research;
- Attempted misconduct – the plan or conspiracy to commit any of the above.

Staff should also be aware that failing to deal with reported misconduct appropriately could be treated as misconduct.

CBRL acknowledges that many of these could occur accidentally or through negligence. CBRL aims to create a culture of partnership and complementarity, as per the CBRL values and ethical principles, and as such researchers are encouraged to discuss their work with each

other and raise concerns directly in the spirit of collaboration, and to prevent misconduct from taking place.

Difference of opinion on what constitutes good scientific method and analysis do not constitute misconduct.

11.2.2 Reporting misconduct and whistleblowing

If the researcher identifies an incident of misconduct or dangerous, unethical behaviour by any CBRL staff member, volunteer, associate, partner or funding recipient, according to the above definitions, they should report it.

Researchers employed by CBRL should refer to the CBRL Whistleblowing Policy [[Policies - CBRL](#)].

Unlike staff, funded researchers (i.e. those other than staff) funded by CBRL are not protected by the UK Employment Rights Act 1996 Part IVA Protected disclosures. Nonetheless, CBRL takes seriously its responsibility to empower researchers to report misconduct without fear of detriment and encourages a free and open culture. In the first instance, researchers should report the incident to the Research Subcommittee (see c. Researchers may also report the incident to anyone within the organisation with whom they feel comfortable, in order to seek support or advice. This should be treated as confidential by both parties. The matter will then be escalated to the Research Subcommittee.

The independent UK whistleblowing charity Protect provides free and independent advice on [their website](#).

Please note that any illegal activity should first be reported to the relevant local police or governance body.

11.2.3 Responding to misconduct

If an allegation of misconduct is made against you, members of the Research Subcommittee will convene at the earliest possible opportunity to decide on the best course of action. Depending on the nature of the allegation, you may not be made aware of investigation procedure, or you may be asked to immediately cease your research pending the investigation.

CBRL is committed to fair process and you will be given a chance to respond to the allegations. You may be asked to provide information or evidence about your research activities and to attend a meeting with representatives the Research Subcommittee. The process of investigation will be confidential and you may request that the Subcommittee consults additional evidence, including contacting other organisations or individuals involved with your project. However, you may not break confidentiality agreements with your subjects for this purpose.

The Subcommittee may choose to drop the investigation if they are satisfied with your response. They may ask you to make significant changes to the project. They may choose to cease your employment contract or revoke your award. For further information on the termination of contracts, see the Staff Handbook.

12. Useful contacts

CBRL Director – Dr Jane Humphris, director director@cbri.ac.uk

CBRL Executive Officer – Carla Grauls info@cbri.ac.uk

CBRL Libraries – library@cbri.ac.uk

CBRL Research Subcommittee Chair – Dr Kamal Badreshany (email the CBRL Executive Officer)

CBRL Chair of the Board of Trustees – John Shakeshaft, jshakeshaft@cbri.ac.uk

Levant Editor in Chief and Monographs Editor – Dr Caroline Middleton, cmiddleton@cbri.ac.uk

Contemporary Levant Editor in Chief – Dr Sarah Irving, sarahirvingwork@gmail.com

Data Protection Officer – dpo@cbri.ac.uk

Designated safeguarding Leads at CBRL are:

Dr Jane Humphris, Director CBRL directorsafeguarding@cbri.ac.uk

Trustee Safeguarding Lead: Tom Thomson (Hon Sec) trusteesafeguarding@cbri.ac.uk

London Office (general) – info@cbri.ac.uk

CBRL Events and Communications – Bara’ah Alshorman balshorman@cbri.ac.uk

Please refer to the CBRL website for updates or sign up to our newsletter [here](#)

13. Review status

For questions related to these policies, please contact the CBRL Director.

Creation date: January 2022

Reviewed: April 2024

Reviewed: November 2024

Review period: 2 years (links and contact details to be reviewed annually) Next review date: April 2026

14. Appendix

CBRL Code of conduct

The CBRL Code of Conduct must be signed by all grant awardees before any research is conducted.

Funds will not be released without a signed copy of the Code of Conduct, which should be sent to info@cbrl.ac.uk

As a CBRL grant awardee, I confirm I will:

- Abide by the terms of CBRL's Research Manual.
- Abide by CBRL's [policies](#)
- Comply with the law of the country within which the research is taking place.
- Protect CBRL's compliance with the law, including exercising compliance with environmental, safety and fair dealing laws.
- Act ethically and responsibly at all times, following the terms outlined in the Ethics Review, Risk Assessment and Data Management Plan approved by my host institution.
- Respect my colleagues by never discriminating, harassing, bullying or victimising others.
- Protect all property and facilities.
- Demonstrate professionalism at all times.
- Show integrity by not accepting gifts or bribes and avoiding any personal, financial or other interests that might impact my performance or the performance of others.
- Ensure that standards of good behaviour extended to the online world, for example by not using social media in a way that breaches the Code of Conduct.
- Fulfil my work promptly and to the best of my abilities, in a friendly, transparent and collegiate manner.

I confirm I have read and understood the information in CBRL's Research Manual, and any other information given to me by CBRL. I have sought clarification on any points I was unclear about.

I understand I am required to preserve the confidentiality of the affairs of CBRL.

Name:

Signature:

Date:

*By completing and submitting this form and so entering into this correspondence, you give consent for CBRL to hold and process your personal data in line with CBRL's privacy policy. See our [GDPR policy](#) for more details.