

Ethical Compliance Checklist for Research, Collaborations, and Agreements

In alignment with its [Code of Ethics and Professional Conduct](#), the University of Geneva upholds high ethical standards in the development of individual and collaborative research projects, agreements, mandates, contracts, consultancies, and other initiatives. Responsibility towards society is a consequence of the University's public mandate and academic freedom. This checklist aims to raise awareness of key ethical considerations and guide our collaborators toward the resources available to support responsible practices in research, education, and service to society.

For [research projects and mandates](#), the form must be transmitted to 1) the [Research & Grants Office](#) if the project is related to a research program⁽¹⁾, 2) [UNITEC](#) if the partner is private and the agreement is not related to a research program, or 3) the [Service des Affaires Juridiques](#) in all other cases. The form must also be signed for cooperation agreements with foreign universities developed with the [International Relations and Partnerships Department](#) (SRIP) or the [Academic Mobility Department](#) (SMAC). Concerning these cooperation agreements, the hierarchic level (department/section/décanat/rectorat) responsible for validation is defined in the [directive on signing contracts and agreements](#).

Name:	
Email:	
Department/Section/Faculty/Service:	
Project/contract/collaboration title (and acronym):	
Project/contract/collaboration period: day/month/year to day/month/year	
Total Budget for UNIGE:	
Partner(s) name(s) / institution(s) (if applicable)	
Partner country (-ies) (if applicable)	

Ethical dimensions to be checked (please tick **yes** or **not applicable**):

1	Research on human subjects within the frame of the Swiss Federal Human Research Act	<input type="checkbox"/> Yes <input type="checkbox"/> NA	• If Yes, contact the Commission Cantonale d'Ethique de la Recherche sur l'être humain for advice, or to obtain a formal evaluation and authorization.
2	Research involving human subjects outside of the Swiss Federal Human Research Act	<input type="checkbox"/> Yes <input type="checkbox"/> NA	• Contact the University Commission for Ethical Research in Geneva (CUREG) for advice, or to obtain a formal evaluation and authorization.
3	Animal experimentation or research dealing with living animals	<input type="checkbox"/> Yes <input type="checkbox"/> NA	• Inform the Animal Experimentation Direction of UNIGE to obtain advice on how to fulfil the obligation to declare experiments on animals.
4	Environmental impact, dual-use, multiple-use, or non-civil use	<input type="checkbox"/> Yes <input type="checkbox"/> NA	• Contact the University Commission for Ethical Research in Geneva (CUREG) for advice or to obtain a formal evaluation and authorization.
5	Political context	<input type="checkbox"/> Yes <input type="checkbox"/> NA	• Use the Self-evaluation tool to determine if the collaboration requires in-depth examination a group of experts on developing sustainable international collaborations .

Your signature below confirms that you have reviewed and understood the ethical dimensions checked above, and that you have taken them into account in the planning and conduct of your research.

Name	Date	Signature ⁽²⁾

Note: If ethical conditions change during the course of the project—for instance, if there are shifts in participant risk, new data privacy regulations, or unforeseen environmental impacts—the [CUREG](#) should be consulted to provide guidance on how to proceed while ensuring continued compliance with ethical standards.

Other resources that are important to check when developing research projects, mandates, or other types of agreements and collaborations:

UNIGE rules on collaboration agreements, including financial regulations and conflicts of interests	<ul style="list-style-type: none"> • Conclusions of research collaboration agreements and service mandates • Guide on donations, bequests and grants • Financial conflicts of interests • Ouvrir et gérer un fonds institutionnel, un fonds générique
Chart of the doctorate if the project involves PhD collaborators	<ul style="list-style-type: none"> • Charte du doctorat / Doctoral code
Sponsor(s) regulations	<ul style="list-style-type: none"> • SNF, Horizon EU, NIH, Innosuisse, others to be checked individually
The university of Geneva regulations on scientific integrity	<ul style="list-style-type: none"> • Integrity in scientific research at UNIGE
Institutional Policy on research data management	<ul style="list-style-type: none"> • Research data page
UNIGE rules on technology transfer and intellectual property (IP)	<ul style="list-style-type: none"> • Guidelines for technology and skills transfer agreements • Technology transfer guidelines for spin-off companies using UNIGE IP

(1) I.e. projects that enter into the SNF, Horizon EU, NIH subsidies programs (among others).

(2) Add countersignature of the supervisor/responsible if necessary