Policy on the Use of Artificial Intelligence in Scientific Center of Innovative Research Platforms and Processes

1. Purpose and scope

The Scientific Center of Innovative Research (SCIR) adopts this Policy to ensure that artificial intelligence tools are used responsibly, transparently, and in a manner consistent with research integrity, editorial independence, and data protection obligations. This Policy applies to all SCIR activities, including scholarly publishing on journal platforms, research and analytical projects, educational services, and public communications. It applies to SCIR management, staff, editors, reviewers, authors, contractors, and partners whenever they use AI tools to support SCIR outputs or processes. The Policy is implemented together with SCIR rules on fact-checking, data governance, conflicts of interest, and corrections. The Policy follows a risk based approach and is aligned with the EU AI Act framework and related EU guidance on responsible AI deployment.

2. Definitions

For the purposes of this Policy, "AI tools" include systems that generate or transform text, code, images, audio, or structured outputs, including large language models and generative AI. "AI assisted" means that an AI tool contributed to drafting, editing, translation, summarisation, screening, data processing, or analytical support. "Human accountability" means that a natural person remains responsible for accuracy, ethics, legality, and decision making, regardless of tool assistance. "Confidential materials" include unpublished manuscripts, peer reviews, editorial correspondence, sensitive project documentation, and any personal or human-derived data not intended for public disclosure.

3. Core principles for AI use

SCIR applies the following principles across all AI assisted work.

1. Human accountability is non-transferable: AI tools may support work but cannot be responsible for it.

2. Transparency is required when AI assistance is material to content, analysis, or decisions.
3. Accuracy and verifiability are mandatory: AI output is treated as a draft that must be independently checked.
4. Confidentiality and privacy must be protected, consistent with GDPR principles and contractual obligations.
5. Fairness and non-discrimination must be respected, including reasonable steps to mitigate bias and misleading simplifications.
6. Security and access control must be maintained, including careful handling of prompts, files, and outputs.

4. Permitted uses

AI tools may be used, subject to verification and this Policy, for the following purposes.

1. Language support, such as grammar improvement, translation, readability enhancement, and style harmonisation.
2. Drafting assistance, such as outlining, structuring, and generating alternative wording, provided that all claims, citations, and quotations are verified.
3. Administrative support, such as template creation, formatting, metadata preparation, and consistent terminology across documents.
4. Analytical assistance, such as code drafting, data cleaning suggestions, and exploratory summaries, provided that methods and results are checked and reproducible.
5. Editorial support, such as assisting with triage signals and consistency checks, provided that editorial decisions remain human led and documented.

5. Prohibited uses

The following practices are prohibited in SCIR work.

1. Generating or inserting fabricated references, quotations, sources, datasets, affiliations, or attributions.
2. Using AI output as evidence without independent verification, especially for statistics, claims about persons or organisations, and legal or regulatory statements.
3. Uploading confidential manuscripts, peer reviews, reviewer identities, editorial correspondence, or restricted project data to non-approved external AI tools or services.

4. Using AI tools to replace peer review or editorial judgement, including automated accept or reject decisions.
5. Generating, manipulating, or presenting images, figures, or data in a misleading manner, including synthetic data presented as empirical data without explicit disclosure and justification.
6. Using AI to imitate or impersonate another person, including undisclosed ghostwriting, deepfakes, or misleading identity claims.

6. Requirements for authors and contributors

Authors remain fully responsible for the integrity and accuracy of submitted work. AI tools cannot be listed as authors, and authorship criteria must be satisfied by natural persons. This position is consistent with ICMJE guidance that requires disclosure of AI assisted technologies and clarifies that responsibility remains with authors. Authors must disclose material AI assistance at submission, and where relevant within the manuscript, using an "AI use statement" that describes the tool category and the specific purpose of use. Authors must verify all factual claims, citations, and quotations, and must confirm that AI tools did not introduce fabricated sources. If AI is used for figures, images, or data transformations, authors must describe how outputs were produced, what was verified, and what limitations remain. If human-derived data is involved, authors must confirm that no personal data was exposed to non-approved tools and that lawful basis, minimisation, and confidentiality requirements were respected.

7. Requirements for reviewers and editors

Reviewers must preserve confidentiality and must not upload manuscripts or supplementary materials to external AI tools unless SCIR explicitly authorises a secure workflow for that purpose. Reviewers may use AI only for limited drafting support, provided that confidentiality is protected and the review content remains the reviewer's own reasoned judgement. Editors must ensure that peer review remains meaningful and fair, and must treat AI outputs as non-authoritative suggestions. Editorial decisions must be made by humans and must be documented, particularly where screening tools may influence triage outcomes. Where concerns arise about integrity, editors should follow recognised publication ethics guidance for investigations and corrective notices.

8. Requirements for projects, analytics, ratings, and indices

Where AI tools are used in research projects, analytics, scoring, ratings, or indices, SCIR requires enhanced transparency and reproducibility. Project teams must document how AI was used, what data were processed, what checks were performed, and how outputs were validated. Any AI assisted classification, scoring, or profiling that could affect reputational outcomes must undergo second line review and documented rationale. The methodological description must explain the role of AI assistance, the boundaries of inference, and known limitations. For higher risk uses, SCIR applies additional oversight consistent with the EU risk based regulatory logic.

9. Data protection, confidentiality, and security controls

SCIR applies GDPR aligned controls to any AI assisted process involving personal data or human-derived data, including purpose limitation, minimisation, access controls, and retention rules. Confidential materials must be processed only within approved environments and by authorised persons. Prompts and outputs must not contain personal data unless strictly necessary, lawful, and protected. SCIR may restrict specific tools or require privacy preserving configurations depending on the sensitivity of the data and the risks of disclosure or model training exposure.

10. Documentation and disclosure

SCIR uses a consistent "AI use statement" approach. At minimum, the statement should identify:

1. the category of tool used,
2. the purpose of use,
3. the parts of the work affected,
4. the verification steps taken, and
5. any remaining limitations.

For journal submissions, the AI use statement must be provided at submission and may be included in acknowledgements, methods, or another appropriate section, consistent with established editorial guidance.

11. Non-compliance and enforcement

Failure to comply with this Policy may result in actions proportionate to the breach, including requests for correction, rejection of submissions, withdrawal of content, suspension of editorial or reviewer roles, or

termination of collaboration. Where misconduct is suspected, SCIR will use its complaints and misconduct handling procedure and may issue corrective notices consistent with recognised standards.

12. Review and updates

SCIR reviews this Policy periodically to reflect evolving standards, technology, and applicable law, including changes related to the EU AI Act implementation timeline and guidance.

References:

1. European Commission. (2024). AI Act enters into force https://commission.europa.eu/news-and-media/news/ai-act-enters-force-2024-08-01_en
2. European Union. (2024). Regulation (EU) 2024/1689 (Artificial Intelligence Act). https://eur-lex.europa.eu/eli/reg/2024/1689/oj/eng
3. ICMJE. (2024). Defining the role of authors and contributors, section on AI assisted technology. https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html
4. ICMJE. (2024). Up-Dated ICMJE Recommendations (January 2024). https://www.icmje.org/news-and-editorials/updated_recommendations_jan2024.html