



**National Institute for Policy and  
Strategic Studies Kuru,**

**GUIDELINES ON THE  
ETHICAL USE OF  
ARTIFICIAL INTELLIGENCE (AI)  
IN RESEARCH AND  
SCHOLARLY WORK**



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## 1.0 Introduction

- 1.1 The growing use of artificial intelligence (AI) technologies in research, writing, and data analysis presents new opportunities for improving scholarly productivity and knowledge creation. Tools based on machine learning and generative AI can assist researchers in tasks such as literature scanning, language editing, data organisation, and preliminary analysis. While these tools can enhance efficiency, their use also raises important ethical, intellectual, and security considerations.
- 1.2 The National Institute for Policy and Strategic Studies (NIPSS) recognises the value of emerging digital technologies in advancing research and policy analysis. At the same time, the Institute is committed to maintaining the highest standards of academic integrity, intellectual accountability, and research credibility. This policy therefore establishes clear guidelines for the responsible use of AI by faculty, staff, course participants, researchers and affiliated scholars.
- 1.3 The policy draws on emerging global standards on AI ethics in research and scholarly publishing, including guidance from the Committee on Publication Ethics (COPE) and international frameworks such as the UNESCO Recommendation on the Ethics of Artificial Intelligence.

1.4 To ensure adherence to this policy, researchers and course participants shall be required to sign a declaration of compliance as provided in the Appendix to this policy and guidelines.

## **2.0 Scope of the Policy**

2.1 This policy applies to all individuals engaged in scholarly and research activities under the auspices of NIPSS. These include:

- a. Faculty members, researchers, and members of staff involved in the preparation of policy reports, publications, or institutional research outputs
- b. Visiting scholars and consultants
- c. Contributors to NIPSS Publications, including books, journals and monographs
- d. Participants of the Senior Executive Course (SEC) and other academic programmes of the Institute
- e. Research assistants and data analysts

2.2 The policy covers the use of AI in all research and publication processes associated with the Institute, including:

- a. Policy papers and strategic reports
- b. Academic articles and monographs
- c. Conference papers and seminar presentations
- d. Research projects and working papers

- e. Institutional publications and communication outputs

### **3.0 Guiding Principles**

The ethical use of AI at NIPSS shall be governed by the following principles.

#### ***3.1 Human Responsibility and Intellectual Accountability***

- a. Artificial intelligence tools are regarded strictly as supportive technologies. They cannot replace human intellectual responsibility. All research outputs produced under the auspices of the Institute must reflect the author's independent analysis, judgement, and interpretation.
- b. Authors and researchers remain fully responsible for the accuracy, originality, and integrity of their work.

#### ***3.2 Transparency and Disclosure***

- a. The use of AI tools in the preparation of research outputs must be disclosed. Transparency ensures that readers, reviewers, and stakeholders understand the role played by AI systems in the research process.
- b. Disclosure should indicate:
  - i. The name of the AI tool used
  - ii. The organisation responsible for the tool
  - iii. The specific task for which it was used

c. Such disclosures may appear in the methodology section, acknowledgements, or in a separate AI-use statement.

### ***3.3 Academic Integrity***

a. The Institute regards ethical scholarship as a fundamental responsibility of all participants, faculty, and researchers. Responsible use of artificial intelligence should therefore strengthen the quality, transparency, and credibility of research outputs rather than undermine the intellectual standards expected of work produced under the auspices of NIPSS.

b. AI tools must not be used in ways that compromise academic integrity. The following practices are strictly prohibited:

- i. Fabrication or manipulation of research data
- ii. Generation of fictitious citations or references
- iii. Submission of AI-generated content as original scholarship
- iv. Misrepresentation of sources or evidence

c. All citations and references must be independently verified by the researcher.

### ***3.4 Accuracy and Verification***

a. AI systems may generate incorrect or misleading information. Researchers must therefore carefully review and verify all AI-assisted outputs, particularly

when they involve:

- i. Scholarly references
  - ii. Statistical data
  - iii. Policy analysis
  - iv. Historical or empirical claims
- b. The ultimate responsibility for the accuracy and integrity of research output lies with the researcher.

### ***3.5 Respect for Intellectual Property***

- a. Researchers must ensure that AI-assisted writing respects copyright and intellectual property laws. AI tools should not be used to reproduce copyrighted materials without proper citation or permission.
- b. Proper attribution must always be maintained in accordance with accepted academic referencing standards as enshrined in the NIPSS Style Manual.

### ***3.6 Confidentiality and Data Protection***

- a. Users must exercise caution when entering information into AI systems, particularly publicly accessible platforms. Sensitive materials should not be uploaded to AI tools.
- b. This includes:
  - i. Confidential policy documents
  - ii. Classified government information
  - iii. Unpublished manuscripts under review

- iv. Institutional or participant data
  - v. Restricted research datasets
- c. Researchers must comply with institutional guidelines on information security and confidentiality.

#### **4.0 Acceptable Uses of AI in Research**

4.1 AI tools may be used responsibly for the following purposes:

- a. Language editing, grammar correction, and clarity improvement of manuscripts
- b. Assistance in structuring ideas, organising arguments, or outlining research manuscripts
- c. Literature scanning, summarisation, and preliminary synthesis of scholarly materials
- d. Preliminary organisation, categorisation, or coding of research data, subject to verification by the researcher
- e. Support for computational, coding, or analytical tasks where appropriate
- f. AI-assisted translation of research materials or texts
- g. Generation of illustrative diagrams, conceptual visuals, charts, or presentation graphics, provided such images do not represent or distort empirical research data or evidence.

4.2 These uses must remain under the supervision and intellectual control of the researcher, who retains full responsibility for the accuracy, integrity, and originality of the research output.

## **5.0 Unacceptable Uses of AI**

5.1 The following uses of Artificial Intelligence are prohibited in research conducted under the auspices of NIPSS:

- a. Listing Artificial Intelligence systems as authors or co-authors in scholarly work.
- b. Fabricating research findings, data, or policy evidence.
- c. Generating non-existent citations or fictitious scholarly sources.
- d. Submitting AI-generated content without human review, verification, and intellectual contribution.
- e. Uploading confidential, classified, or restricted institutional documents into AI platforms without authorisation.
- f. Using AI to circumvent academic evaluation, research assessment, or scholarly review processes.
- g. Using AI to generate research reports, projects, or policy analyses without substantial human authorship and intellectual responsibility.
- h. Using AI to manipulate images, datasets, or visual

evidence in ways that misrepresent or distort research findings.

- i. Presenting AI-generated material as primary empirical evidence when such material was not derived from actual research, observation, or fieldwork.

5.2 Researchers must independently verify all references, quotations, statistical data, and factual claims generated or suggested by Artificial Intelligence tools before incorporating them into scholarly work. Researchers remain fully responsible for the accuracy, integrity, and originality of all research outputs produced under the auspices of NIPSS.

## **6.0 Authorship, Disclosure, and Compliance**

6.1 Artificial intelligence systems cannot be listed as authors. Authorship implies intellectual contribution, accountability for the content of the work, and the capacity to respond to scholarly critique. Since artificial intelligence systems cannot assume these responsibilities, they shall not be credited as authors in any manuscript, thesis, project report, or publication produced under the auspices of the Institute.

6.2 Artificial intelligence tools may, however, be acknowledged where they have been used to assist in limited aspects of manuscript preparation, such as language editing, formatting, or the preliminary

organisation of ideas. In such cases, the use of the tool should be disclosed in the interest of transparency.

Example of an AI Disclosure Statement:

*Language editing and preliminary idea organisation for this manuscript were assisted using ChatGPT, a generative artificial intelligence tool developed by OpenAI. The author reviewed and verified all outputs to ensure accuracy and scholarly integrity. The AI tool was used only as a support instrument for language refinement and structural organisation and did not generate the substantive arguments, analysis, evidence, or conclusions presented in this work.*

6.3 This disclosure is intended to promote transparency and does not absolve the author of responsibility for the intellectual content of the manuscript. Authors remain fully accountable for the originality, accuracy, and integrity of all submitted work, including any material generated or assisted by artificial intelligence tools. All manuscripts must therefore comply with the Institute's standards on originality and plagiarism screening as provided in the NIPSS Style Manual, including the prescribed similarity thresholds and related provisions governing academic integrity.

6.4 Failure to comply with these requirements, including

the submission of manuscripts containing undisclosed, misleading, or improperly used AI-generated content, shall constitute a violation of the Institute's standards of scholarly conduct. Such submissions may be rejected and may attract penalties in accordance with the regulations governing plagiarism, research integrity, and academic misconduct in the Institute.

### **7.0 Use of AI in Peer Review and Evaluation**

7.1 Manuscripts submitted for peer review or internal evaluation must be treated as confidential documents. Reviewers should not upload such materials into AI systems without explicit authorisation from the Institute.

7.2 The confidentiality of the review process must be strictly protected.

### **8.0 Compliance and Enforcement**

All researchers affiliated with NIPSS are expected to comply with this policy. Breaches of these guidelines may constitute academic misconduct and may attract institutional sanctions in accordance with NIPSS regulations governing research ethics and scholarly conduct.

### **9.0 Periodic Review of Guidelines**

Given the rapid evolution of artificial intelligence technologies, NIPSS shall periodically review and update

these guidelines to ensure alignment with emerging international standards on responsible AI use in research and scholarly publishing.

## **10.0 Conclusion**

Artificial intelligence offers significant potential to support research and policy analysis. However, its responsible use requires transparency, accountability, and adherence to established standards of academic integrity. By adopting clear guidelines for AI use, NIPSS seeks to ensure that emerging technologies strengthen rather than undermine the credibility of its research output and training programmes.

## **10.1 Adoption**

This Policy and Guidelines on the Ethical Use of Artificial Intelligence in Research and Scholarship at the National Institute for Policy and Strategic Studies (NIPSS) has been approved and adopted by the Academic Board of the Institute and shall henceforth guide the responsible use of artificial intelligence in research and scholarly activities conducted under the auspices of NIPSS.

**Issued this day ..... of.....2026**

## Appendix

### AI USE DECLARATION FORM FOR NIPSS RESEARCHERS AND PARTICIPANTS

The National Institute for Policy and Strategic Studies (NIPSS) requires authors, participants, and researchers to disclose any use of artificial intelligence tools in the preparation of research outputs submitted to the Institute. This declaration promotes transparency, accountability, and adherence to the Institute's standards of academic integrity.

#### AI Use Declaration

**Title of Research Work:** -----  
-----

**Author(s):** 1) -----

2) -----

**Programme /Department:** -----

**Date of Submission:** -----

#### Section A: Use of Artificial Intelligence Tools

Did you use any Artificial Intelligence (AI) tool in the preparation of this work?

Yes

No

If Yes, please provide the following details:

**Name of AI Tool(s):** -----

**Developer / Organisation:** -----

Purpose of Use (tick where applicable):

- Language editing or grammar correction
- Idea organisation or outlining
- Literature search or summarisation support
- Data organisation or preliminary analysis
- Coding or analytical assistance
- Others (please specify): -----

### **Section B: Author's Responsibility Statement**

I hereby declare that:

1. All intellectual arguments, interpretations, and conclusions in this work are my own.
2. Any assistance obtained from AI tools has been transparently disclosed.
3. All references cited in this work have been independently verified and are genuine scholarly sources.
4. No confidential, classified, or restricted institutional information was entered into AI platforms during the preparation of this work.

Accordingly, I accept full responsibility for the accuracy, integrity, and originality of this submission.

**Name:** -----

**Signature:** -----

**Date:** -----



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