

# **Using Artificial Intelligence in your Research:**

Self-Assessments, Checklists, and  
Sample Text

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## About this document

The self-assessments, checklists, and sample text in this document are intended to help you track, review, and prepare to disclose your use of artificial intelligence in your research.

They are not intended for formal submission.

Researchers considering using AI and requiring ethics approval, need to consider how participants are informed and give consent. We strongly advise that you [book an appointment](#) with a Research Ethics Senior Consultant to discuss how AI is being used in your research.

Postgraduate research students will need to formally disclose their use of AI throughout their research (thesis or dissertation). Please see the form at the below link for the relevant IT disclosure form.

[PG Forms, Policies and Processes](#)

## Self-Assessment: GenAI in your Literature Review

### *Before you start using GenAI in your Literature Review*

#### **Planning & Preparation:**

- ☐ I have a plan to verify all AI-found sources
- ☐ I will review all AI-suggested papers manually in full
- ☐ I have checked institutional policies on AI use in literature reviews
- ☐ I understand how I will document AI assistance for methodology disclosure

#### **Search Strategy:**

- ☐ I will maintain a record of search terms and strategies for reproducibility
- ☐ I will seek diverse perspectives beyond AI recommendations
- ☐ I have planned how to assess potential bias in AI source suggestions

### *After you have used GenAI in your Literature Review*

#### **Source Verification:**

- ☐ I have verified all AI-suggested citations exist **and** are accurately described
- ☐ I have checked publication dates and journal credibility for all sources
- ☐ I have reviewed all AI-suggested papers manually and completely
- ☐ I have identified additional sources beyond GenAI recommendations

#### **Academic Integrity:**

- ☐ I have cited original sources, not AI interpretations
- ☐ I have documented AI assistance for methodology disclosure
- ☐ My search strategy is documented for reproducibility

## Checklist: GenAI in Data Analysis

### Data Privacy & Ethics:

- ☐ All participant names, IDs, and contact details have been removed from my data
- ☐ No combination of variables within the dataset could identify individuals
- ☐ Participants have consented to this type of data processing

### Data Understanding & Preparedness:

- ☐ I can explain my dataset
- ☐ I can explain the methods and each step that was used to get to the results
- ☐ I can recreate analyses if needed for revisions
- ☐ I have a backup plan or method if I lose access to the AI tool

## Checklist: Publishing Work that Uses GenAI

### Reproducibility & Accuracy:

- ☐ I am able to reproduce any data analysis results independently
- ☐ Results interpretation has been verified by a human expert or supervisor
- ☐ Statistical outputs have been cross-checked with traditional software

### Disclosure & Compliance:

- ☐ I have disclosed where and how I have used GenAI
- ☐ I have checked the publisher's requirements on the use of GenAI
- ☐ My work is compliant with the publisher's requirements on the use of GenAI
- ☐ Privacy protections have been maintained throughout the publication process

### Quality Assurance:

- ☐ All AI-generated content has been fact-checked and verified

## Sample Text for Disclosing the Use of AI

These text samples are provided as starting points and examples only. They are NOT intended for direct use in formal submissions.

Researchers must check and follow the specific disclosure requirements of their target journal, publisher, funding body, or institutional guidelines, which may have different or more detailed requirements than these general templates. Always review the specific policies that apply to your submission before finalizing any AI disclosure statements.

### *General Disclosure*

I declare that artificial intelligence tools were used to assist with *[INSERT SPECIFIC ASPECTS]* of this research. All AI-generated content has been verified, and the analysis and conclusions remain my original work. AI assistance has been used in accordance with AUT guidelines and with supervisor approval.

### *AI-Generated Imagery (generally)*

“The figures above in this document were created and/or enhanced using AI tools *[INSERT TOOLS: Midjourney, DALLEE, GPT-5 Auto, etc.]* to illustrate research concepts and workflows...”

### *AI-Generated Imagery (specific images)*

Figure *[X]*: *[INSERT DESCRIPTION OF IMAGE]*

- AI Tool Used: *[INSERT TOOLS: Midjourney v6 / DALL-E 3 / GPT-5 Auto, etc.]*
- Initial Prompt: *"[EXACT PROMPT USED]"*
- Refinement Prompts:
  - *"[ADDITIONAL PROMPT 1]"*
  - *"[ADDITIONAL PROMPT 2]"*
- Generation Parameters: *[IF APPLICABLE - ASPECT RATIO, STYLE SETTINGS, ETC.]*
- Post-Processing: *[ANY MANUAL EDITS MADE AFTER AI GENERATION]*

### AI-Assisted Data Collection / Analysis

This research utilized the following artificial intelligence tools:

*[SPECIFY TOOLS: e.g., ChatGPT-4, Claude 3.5, etc.]*

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to assist with the following tasks in data collection and/or analysis:

- ☐ Data cleaning and preparation
- ☐ Initial statistical analysis
- ☐ Result interpretation
- ☐ Code generation for analysis
- ☐ Data visualization creation
- ☐ Literature synthesis for discussion
- ☐ Hypothesis generation
- ☐ Survey design assistance
- ☐ Qualitative coding suggestions
- ☐ Other: *[SPECIFY: \_\_\_\_\_]*

All AI-generated analyses were verified using the following traditional statistical software:

*[SPECIFY SOFTWARE: e.g., SPSS, R, Python, etc.]*

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Final interpretations were reviewed by:

*[INSERT NAME(S)]*

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