**STRICTLY CONFIDENTIAL**

Please provide as much information as possible within the form below, it is highly recommended you review the Code of Practice on Handling Allegations of Misconduct before submitting an allegation.

Support is available from the Research Integrity and Governance Office.

The University acknowledges that academic misconduct can, if not properly addressed, have serious consequences. Academic misconduct can taint the University’s reputation; damage the credibility of research and may, in extreme circumstances, cause harm to individuals or the environment in which the research is being conducted. Please consider carefully the contents of this form as it will be used within the procedures as set out in the Code of Practice on Handling Allegations of Misconduct.

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| --- | --- | --- |
| Date Allegation Made: (DD/MM/YYYY) |  | |
| Name and role of Person making allegation (Complainant)Note 1: |  | |
| Please state if this is on behalf of another (i.e. by proxy)Note 2: |  | |
| Name and role of Person/Group/Organisation allegation is about (Respondent)Note 3: |  | |
| Applicable Category of Misconduct: | For further context, see [the Concordat to support research integrity](https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/the-concordat-for-research-integrity.aspx), commitment 4 | |
|  | **Plagiarism:** misrepresentation of the work, ideas and/or concepts of others as one’s own without permission or acknowledgement; |  |
| **Fabrication and/or misappropriation of data**, including the creation of false data or other aspects of research, including documentation and participant consent; |  |
| **Falsification** including the inappropriate manipulation and/or selection of data, imagery and/or consents; |  |
| **Misrepresentation** of interests and/or data and/or involvement regarding, for example, qualifications and/or authorship; |  |
| **Intentional mismanagement** or inadequate preservation of data and/or primary materials; |  |
| **Cheating** or otherwise disclosing information with the intent of gaining an unfair advantage for oneself or for another; |  |
| **Intentional damage** to, or removal of, the research-related property of another; |  |
| **Intentional non-compliance** with legal, ethical and professional obligations, for example legal, ethical and other requirements for research involving human research participants, animal subjects, their tissue or data. This includes breaches in duty of care and data protection. It also covers improper peer review of research proposals, results or manuscripts for publication as well as failure to adhere to the terms and conditions governing the award of external funding for research or to the University’s policies and procedures relating to research. |  |
|  | **Improper dealing with allegations of misconduct:** failing to address  possible infringements, such as attempts to cover up misconduct and reprisals against whistle-blowers, or failing to adhere appropriately to agreed procedures in the investigation of alleged research misconduct accepted as a condition of funding. |  |
| Details of Allegation *(specific details are needed: dates, duration, personnel)* |  |  |
| Any other supporting information that may assist the Associate Dean in reviewing the allegation |  |  |

Note 1: The “Complainant” referred to in this procedure is the person making the allegation of misconduct in research, who need not be a member of staff or student of the University.

Note 2: If an individual raises a concern by proxy, they accept that it might not be possible to progress the case if insufficient evidence is garnered from alternative sources.

Note 3: The “Respondent” referred to in this procedure is the person against whom an allegation of misconduct in research is made.