RES 102 Responsible Conduct of Research

Appendix A: Research Policy Breach Reporting Form

About this form

This form is used to report a possible breach of *RES 102 Responsible Conduct of Research*. You do not need to determine whether a breach of research policy has occurred before submitting a report. The information you provide will be reviewed in accordance with *RES 102 Responsible Conduct of Research* to determine what further action, if any, is required.

Please provide as much relevant information as you are able, including the conduct of concern, the individuals involved, relevant dates and any supporting information or documentation. Reports may be submitted anonymously; however, anonymity or limited information may affect the college's ability to assess or investigate the allegation.

Information provided through this form will be handled as confidentially as possible. Information may need to be shared with individuals who require it to assess, inquire into, investigate or otherwise respond to the allegation, or where disclosure is required by law or applicable funding or regulatory requirements.

Submission of this form does not constitute a finding that a breach has occurred. Any allegation will be addressed through the process established in *RES 102 Responsible Conduct of Research*, including applicable requirements for procedural fairness.

If you have questions about whether your concern falls within the scope of *RES 102 Responsible Conduct of Research* or require assistance before submitting this form, you may contact the Executive Director, Indigenous Engagement and Applied Research and Innovation or designate for a confidential initial discussion. Seeking guidance does not require you to submit an allegation or initiate the formal process.

Name of individual submitting the allegation:	
Relationship to Loyalist College (if applicable):	
Contact information (if not anonymous):	

Information about the alleged breach of *RES 102*

Date or time period of the alleged breach (if the exact or time is not	

known, provide an approximate time period):	
Names of the individual(s) whose conduct is the subject of the allegation, if known:	
Please identify any relationship between you and the individual)(s) named above that may be relevant to the allegation or process:	

Description of the concern. Describe the conduct or circumstances that concern you. Where possible, include what occurred, when and where it occurred, who was involved, how you became aware of the matter, and any other information you believe may be relevant. You are not required to identify the specific provision of *RES 102* that may have been breached.

Supporting evidence or documentation. Identify and attach any documents, records, correspondence, research data or other information you believe may be relevant to the allegation. Please list the attachments below. If relevant information exists but is not in your possession, please describe it and, if known, where it may be located.

Additional information. Is there any additional information you believe the college should know when assessing this allegation, including any immediate concerns relating to research records or data, funding, health or safety, or other potential risks?

Please note: the review and investigation process outlined within *RES 102 Responsible Conduct of Research* policy and procedure requires a high degree of confidentiality. The individual accepting this form will review the requirements of, and limits to, confidentiality with you. You may be asked to provide follow-up information. All information about the alleged incident must remain confidential.

Certification – identified submission only

By signing below, I confirm that the information provided in this form is accurate to the best of my knowledge and reflects my complete and honest understanding of the alleged breach of policy.

Signed: _____ Date: _____

For Office Use Only

Date received: _____

Method of Receipt (in person, email, mail, etc.): _____

Name and Signature of Individual receiving the Disclosure: _____

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