RCR Allegation Submission Template

1. Complainant Information *An individual or representative from an organization who has notified an institution or Agency of a potential breach of an Agency policy.*	
I am submitting this allegation anonymously	☐ Yes ☐ No
Name of Complainant:	
Institution / Organization (if applicable):	
Position with respect to the Respondent:	
Email address:	
Phone:	( )

2. Allegation *An allegation should be based on facts which have not been the subject of a previous investigation, and which fall within Section 2 and 3 of the RCR Framework.*	
Breach of the *Tri-Agency Framework: Responsible Conduct of Research* (Please refer to Article 3.1 of the RCR Framework for the definition of these breaches) *Check all that apply.*	☐ Fabrication ☐ Falsification ☐ Destruction of research records ☐ Plagiarism ☐ Redundant publications/self-plagiarism ☐ Invalid authorship ☐ Inadequate acknowledgment ☐ Mismanagement of conflict of interest ☐ Misrepresentation in an Agency application or related document ☐ Mismanagement of grant or award funds ☐ Breach of Agency policies or requirements for certain types of research ☐ Breach of Agency review process Other: _____
Brief summary of allegation	
Has this allegation been submitted to any other institutional official(s) within the institution? *(This information is optional.)*	☐ Yes ☐ No If yes, please indicate to whom the allegation was sent and the date on which it was sent. Name and position: Date sent:

To the best of your knowledge, have the facts of this allegation been the subject of a previous investigation?	☐ Yes ☐ No

3. Supporting documentation

Please attach all supporting documentation and information related to the alleged breach, if available. If you are submitting the allegation anonymously, please ensure to include all relevant documentation to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is based.

List supporting documents and information	

4. Respondent Information

A respondent is an individual who is identified in an allegation as having possibly breached Agency and/or institutional policy.

Name(s) of Respondent(s):	
Name of Institution(s):	
Position(s) at Institution:	
Email address of Respondent(s), if known	

As a Complainant, I understand the importance of **confidentiality** of the RCR process and of all affected parties. By submitting this form, I declare that this allegation is based on facts which have not been, to the best of my knowledge, the subject of a previous investigation. I also declare that this allegation is made in **good faith**.

☐ Yes ☐ No

_____ _____

Signature of Complainant
(not required if allegation is being submitted anonymously)

Date submitted to Institution's RCR contact