University of Bristol Research Misconduct Reporting ProForma

Before completing this form it is recommended that you read the [University's regulations on research misconduct](https://www.bristol.ac.uk/media-library/sites/red/documents/research-governance/regulations-on-research-misconduct.pdf) and consider the [UKRIO checklist](https://ukrio.org/wp-content/uploads/Misconduct-Reporting-Checklist-180523.pdf) for reporting research misconduct.

If you wish to discuss this matter prior to making a formal report, please contact the Research Integrity Officer or Research Ethics and Integrity Manager via research-misconduct@bristol.ac.uk.

Please note, you can submit your allegations anonymously, however, this means that we will be unable to follow up with you or provide any information regarding the processing of this allegation.

# Section 1 Contact Details

\* denotes a required field.

‘Complainant’ is the person or persons making the complaint.
‘Respondent’ is the person or persons the complaint relates to.

1. Name of Complainant.

2. Complainant’s email address.

3. \*Name of Respondent.

4. Respondent’s email address (if known).

5. Relationship between Complainant and Respondent (if any).

1. \*Does this complaint relate to any publications? If so, please provide details:

[ ]  Yes

[ ]  No

1. \*Are you a…?

[ ]  Current member of staff

[ ]  Current student

[ ]  Former member of staff and your allegation relates to your time at the University

[ ]  Former student and your allegation relates to your time at the University

[ ]  Research participant

[ ]  Academic at another institution

[ ]  Other (e.g., Journalist, publisher, concerned citizen, etc.). If other please specify below:

1. \*Is this your first contact with the university relating to this allegation?

 [ ]  Yes
[ ]  No

If no, please provide details, including a reference number if you have been given one, relating to any previous correspondence regarding this issue:

1. \*Have there been any previous or informal attempts to resolve this issue? If so, please provide details.

[ ]  Yes
[ ]  No

# Section 2

# Categories of Research Misconduct

10. \*In order to help us understand your allegation, please check any of the following categories that apply.

|  |
| --- |
|[ ]  **Fabrication:** (making up results or other outputs (e.g. artefacts) and presenting themas if they were real) |
|[ ]  **Falsification:** (inappropriately manipulating and/or selecting research processes,materials, equipment, data, imagery and/or consents) |
|[ ]  **Plagiarism:** (using other people’s ideas, intellectual property or work (written or otherwise) without acknowledgement or permission) |
|[ ]  **Failure to meet: legal, ethical and professional obligations** (for example, failure to declare competing interests; misrepresentation of involvement or authorship; misrepresentation of interests; breach of confidentiality; lack of informed consent; misuse of personal data; and abuse of research subjects or materials, improper conduct in peer review of research proposals, results or manuscripts submitted for publication) breach of duty of care: breach of confidentiality such as disclosing the identity of individuals or groups involved in research without their consent; improper conduct in peer review such as failing to disclose conflicts of interest; or not observing legal and ethical requirements or obligations of care failure to meet ethical, legal and professional obligations: for example, failure to declare competing interests; misrepresentation of involvement or authorship; misrepresentation of interests; breach of confidentiality; lack of informed consent; misuse of personal data; and abuse of research subjects or materials |
|[ ]  **Improper dealing with allegations of misconduct**: failing to address possible infringements such as attempts to cover up misconduct and reprisals against whistleblowers. Or failing to adhere appropriately to agreed procedures in the investigation of alleged research misconduct accepted as a condition of funding. Improper dealing with allegations of misconduct includes the inappropriate censoring of parties through the use of legal instruments, such as non-disclosure agreements.Please note that allegations of misconduct in research can cover acts of omission as well as acts of commission, i.e. things an individual may have failed to do as well as things they may have done. |

Having read this definition, if you believe that research misconduct has occurred then please complete and submit the following details.

If your complaint does not meet any of the categories listed above, we refer you to our A-Z policies, procedures and guidance which can assist you on where best to direct your complaint:

<https://www.bristol.ac.uk/hr/policies/>

# Section 3 Allegations

1. \*Please provide a brief summary of your complaint, in lay language.
2. \*Please detail (clearly and concisely) the specific allegations, providing any supporting evidence, technical details and/or dates relating to each allegation. Please provide as much detail as you are able to about any study or papers involved and about the nature of your complaint / concern, particularly as it pertains to the categories listed in the previous section.

Fabrication, falsification or misrepresentation of research data through the manipulation or misattribution of images is a form of Research Misconduct. Accusations relating to this will be investigated fully, so long as they are presented in a manner that clearly states what is suspected of being fabricated, falsified or misrepresented.

We are not able to investigate complaints or concerns comprised solely of images. If your complaints relates to possible image manipulation please include details of any false conclusions you believe have been drawn as a result of this.

# Section 4

# Third Parties

1. If you have already contacted any third party organisations regarding this complaint, please provide details and contact information (if appropriate).

# Section 5 – Supporting Information and Declarations

# Supporting Information

Please ensure that you have attached and included any additional information in relation to this notification of potential research misconduct.

Declarations

\*Please indicate that you have read and understood each declaration

[ ]  I declare that I have consulted the University of Bristol Regulations on Research Misconduct

[ ]  I believe this allegation concerns an instance of Research Misconduct

[ ]  I consent to the University of Bristol processing this information and retaining it as long as is necessary to investigate the allegation. This information will be kept in the strictest confidence in accordance with the Regulations on Research Misconduct.

[ ]  I understand that to make a frivolous or malicious allegation may be considered a serious disciplinary offence.

[ ]  I also understand that victimisation of anyone involved in a complaint of research misconduct may be considered a serious disciplinary offence.

Please submit your notification form to research-misconduct@bristol.ac.uk

Providing your contact details have been provided, once submitted, a confirmation email will be sent to you with a reference number to be included in any future communication.