

Appendix 4: Checklist Reporting the Findings of an Investigation

The Chair, Investigation Panel must prepare a report on Investigation Panel findings for the Designated Officer (DO). The Report should include:

Names and affiliations of the Panel members	<input type="checkbox"/>
Name of the respondent	<input type="checkbox"/>
Specific allegations considered	<input type="checkbox"/>
Terms of Reference of the Panel	<input type="checkbox"/>
Description of the processes that were followed	<input type="checkbox"/>
Description of the evidence considered, including the documents and other information and the names of all persons interviewed	<input type="checkbox"/>
Summaries of the interviews conducted	<input type="checkbox"/>
Findings of fact that have been reached	<input type="checkbox"/>
A conclusion as to whether or not a breach of the Research Code has occurred and whether or not the respondent is responsible for the breach	<input type="checkbox"/>
Identification of any systemic issues that were contributing factors	<input type="checkbox"/>
A recommendation about the breach, such as whether in the Panel's opinion research misconduct has occurred	<input type="checkbox"/>
Any recommendations (for example, for corrective action), where appropriate and consistent with the terms of reference	<input type="checkbox"/>
Any recommendations about other institutions/organisations that should be advised of the outcome (for example, funders, external stakeholders)	<input type="checkbox"/>