

**REPORT OF NONCOMPLIANT CONDUCT
INFORMATION SHEET**

Date: _____ Time (if applicable): _____

Reporter's name (optional and confidential): _____

If anonymous, tracking number: _____

Reporter's department (optional and confidential): _____

Reporter's phone number (optional and confidential): _____

Report received and recorded by: _____

Method of contact:

- Telephone, Research Compliance Hotline
- Telephone, other
- In person
- E-mail
- Other _____

Information to obtain from reporter:

a. Name(s) and department of individuals involved in alleged noncompliance: _____

b. Description of suspected noncompliance, including date(s) and location(s), as applicable:

c. Name(s) of any other persons who may have knowledge regarding this matter
(to remain confidential for purposes of investigating the alleged misconduct): _____

d. Has the suspected noncompliant conduct been reported to anyone else? Yes No

e. If Yes, obtain the following information:

1. Name of person(s) reported to: _____
2. Date the report was made: _____
3. Was the report written or oral? _____

- f. Can the reporter provide any documentation to assist in an investigation? Yes No
- g. Is the reporter willing to meet with the Research Compliance Officer and/or the chair of the associated regulatory committee? Yes No

The following is to be completed by the Research Compliance Officer.

This report has been received by and/or forwarded to the following (check all that apply) for investigation and follow-up:

- | | |
|--|--|
| <input type="checkbox"/> Research Compliance Officer | <input type="checkbox"/> Campus Safety Committee |
| <input type="checkbox"/> Research Compliance Committee | <input type="checkbox"/> Grants Administration |
| <input type="checkbox"/> Institutional Review Board | <input type="checkbox"/> Controller's Office |
| <input type="checkbox"/> Institutional Animal Care and Use Committee | <input type="checkbox"/> General Counsel's Office |
| <input type="checkbox"/> Institutional Biosafety Committee | <input type="checkbox"/> Internal Audit Department |
| <input type="checkbox"/> Radiation Safety Committee | |

The Research Compliance Officer shall attach information related to investigation, follow-up, and any disciplinary action taken.

Date investigation and file closed: _____