

Research misconduct reporting checklist

Questions to ask yourself when reporting potential research misconduct (in the UK)

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	Question	Notes
1	<input type="checkbox"/> Does the concern meet the definition of research misconduct versus, e.g., data protection or behavioural misconduct? If yes, do any concerns besides research practice also need reporting in other ways?	
2	<input type="checkbox"/> Might the concern be reasonably explained as not due to research misconduct? If so, are there informal alternatives to formal reporting?	
3	<input type="checkbox"/> What are your goals and what outcomes do you want?	
4	<input type="checkbox"/> Have you sought advice, e.g., from UKRIO's Advisory Service , the whistleblower charity Protect , or your RIO or RI lead/champion?	
5	<input type="checkbox"/> What support do you have in place, e.g., union representation, legal advice, your supervisor, your MP, or your organisation's administration?	
6	<input type="checkbox"/> Is anyone else aware of the concern and willing to confirm your concerns and/or to report with you?	
7	<input type="checkbox"/> Do you have evidence, e.g., documents, emails, or data, which is backed up and ideally well-organised, with a timeline of events?	
8	<input type="checkbox"/> Do you know the research misconduct policies and processes of the relevant organisations?	
9	<input type="checkbox"/> Do you know how long an investigation may take and what is expected of you during an investigation?	
10	<input type="checkbox"/> Do you know how to report to the relevant organisations?	
11	<input type="checkbox"/> Should you or your RIO inform other organisations now or later, e.g., publishers, regulators, the police, or oversight bodies?	
12	<input type="checkbox"/> If the concerns involve both an institution and a publisher, should you or your RIO contact the institution first so they may secure evidence?	
13	<input type="checkbox"/> Are there any relevant conflicts of interest, e.g., personal relationships or financial interests, that may affect an investigation, i.e., your own, the respondent's, or the investigators' COIs?	
14	<input type="checkbox"/> Do you wish to be anonymous? Will this be possible, might it reduce your credibility, and have you taken steps to ensure anonymity?	
15	<input type="checkbox"/> Do you agree to keep details of the process confidential?	
16	<input type="checkbox"/> Are you ready to keep notes and records during the process, to which you will have long-term access?	
17	<input type="checkbox"/> If you plan to make concerns public: 1) seek advice; 2) see PubPeer's principles – discuss only publicly verifiable facts, and avoid misconduct claims, personal comments, and speculation about motives.	