Research Misconduct Process

1. **MATTER NOTIFIED TO NAMED PERSON**
   - Named Person acknowledges receipt; notifies relevant parties

2. **RECEIPT OF ALLEGATION STAGE**
   - Named Person considers whether:
     - the research was conducted under the auspices of the institution
     - the matter relates to potential research misconduct
   - Deemed to have sufficient substance to proceed to next stage

3. **INITIAL INVESTIGATION STAGE**
   - Meetings held
   - Evidence gathered
   - Immediate action is taken in case of risk of harm to people, animals or the environment
   - Preliminary report shared with Named Person

4. **FULL INVESTIGATION STAGE**
   - Panel assesses evidence
   - Interviews complainant, respondent and witnesses
   - Report shared with Named Person

5. **APPEALS STAGE**
   - Complainant may appeal
   - Respondent may appeal
   - Outcomes followed up and reported:
     - as relevant to conclusion of the misconduct procedure
     - as duty of care

6. **END OF PROCESS**

   - Case dismissed:
     - does not fall under misconduct procedure
     - does not need referral elsewhere
   - Poor practice; matter dealt with informally
   - Matter falls under another formal institutional procedure
   - Referral to relevant body
   - Referral to other formal process or external body
   - Allegations deemed unfounded as mistaken or without substance
   - Allegations deemed unfounded as vexatious
   - Has substance but of minor nature and dealt with informally
   - Allegations upheld either in full or in part
   - Respondant may appeal
   - Complainant may appeal
   - Outcomes followed up and reported:
     - as relevant to conclusion of the misconduct procedure
     - as duty of care
     - To correct the record