This form provides an outline of the basic information that should be recorded when the Research Integrity Advisor (RIA) provides advice to a researcher, staff member, student or member of the community.

**NOTE: Like all members of the University, RIAs have a responsibility to report instances of research misconduct, therefore conversations cannot be considered confidential.**

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| Contact Details |
| Name of RIA | Click here to enter text. |
| Date of meeting/discussion | Click here to enter a date. |
| Name of Participant/s | Click here to enter text. |
| Participant/s contact details | Click here to enter text. |

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| Summary of issues raised |
| Brief description of issues discussed in meeting |
| Click here to enter text. |

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| Advice Provided |
| Include here the steps explained to the participant, any references to the Charles Sturt University policy, next steps for participant, next steps for the RIA, date of follow-up meeting etc. |
| Click here to enter text. |

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| Further referral required: YES [ ]  NO [ ]  Referred to (select all that apply):  |
| Designated Officer (DO) – Manager Research Integrity, Ethics and Compliance Unit |[ ]
| Division of Human Resources - Management and Staff issues |[ ]
| Division of Student Services - [Student Misconduct Complaint](https://www.csu.edu.au/division/student-services/student-safety-and-wellbeing/student-misconduct) |[ ]
| Research Office – Director, Research |[ ]
| Other (Please specify)Click here to enter text. |[ ]

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| Potential Breach: YES [ ]  NO [ ]  Potential breaches are to be reported to the Designated Officer by participant or RIA  |

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| Category of Complaint or Concern – select all that apply  |
| Research data management and record keeping |[ ]
| Authorship |[ ]
| Publication and dissemination of research findings |[ ]
| Conflicts of interest |[ ]
| Peer review |[ ]
| Collaborative research across institutions |[ ]
| Intellectual Property |[ ]
| Management of Higher Degree by Research Students |[ ]
| Human research ethics requirements |[ ]
| Animal research ethics requirements |[ ]
| Biosafety research requirements |[ ]
| Other (please specify)Click here to enter text. |[ ]