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.**

|  |  |
| --- | --- |
| 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. |

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

|  |
| --- |
| 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. |

|  |  |
| --- | --- |
| 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. |  |

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

|  |  |
| --- | --- |
| 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. |  |