**University of St Andrews: allegation of research misconduct proforma**

**By submitting this document you are confirming that you have read and understood the ‘Making a Formal Allegation’ section of the Research Misconduct Policy Annexe.**

1. **Names of Complainant(s) (required)**

*The person or persons making the allegation*

1. **Names of Respondent(s) (required)**

*The person or persons against whom the allegation is being made*

1. **Type of allegation (required)**

*Select as appropriate (taken from the definition of research misconduct in the Research Misconduct Policy):*

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|  | Misappropriation of the materials, resources or work of others, including plagiarism, misquoting, taking undue credit or the unethical use of privileged material (for example, material seen in reviewing, examining or refereeing). |
|  | Fabrication and/or falsification in proposing (including applications for funding), carrying out or reporting the results of research (including reporting to research funders). This includes explicit and implicit misrepresentation of credentials, qualifications and/or experience. |
|  | Misrepresentation, suppression or inappropriate manipulation of research findings/data, individuals’ involvement/contributions (such as ‘ghost’ and/or ‘guest’ authors) or the conflicting/competing interests of either the researchers/funders involved with the work. |
|  | Failure to comply with relevant legal and ethical requirements (including those placed on researchers by organisations other than the University), including obtaining and adhering to ethical approvals, licenses or legally-binding agreements such as research funding contracts. |
|  | Failures to comply with relevant University policies, follow accepted procedures/protocols or exercise due care, particularly if such failure results in unreasonable risk of harm to humans, or lasting harm to animals or the environment. This includes behaviour of serious consequence that falls significantly short of the standards of research conduct set out in: the University’s Principles of Good Research Conduct (Policy); relevant University guidelines; or in guidelines published by professional bodies and/or learned societies. |
|  | Ethically and/or morally inappropriate use of research data (such as deliberately attempting to re-identify people from their data) or the outcomes of research. |
|  | Collusion in, or deliberate concealment of, research misconduct by others. |
|  | Making an unfounded allegation of research misconduct against another individual in bad faith. |
|  | Reprisals against individuals who have raised a concern about, or made an allegation of, research misconduct. |
|  | Actions outside of this Policy and Procedure (Annexe) that attempt, directly or indirectly, to influence that Procedure or its outcome. |
|  | OTHER\* |

*\*If OTHER, provide a link to, and quote the relevant section of, a policy by which the Respondents are bound (e.g. a policy of a funder, journal or professional body):*

1. **Specifics of allegation (required)**

*Detail (clearly and concisely) the specifics of the allegation, providing all the relevant information (including dates) and evidence available that supports all the allegations being made. If relevant, append supporting documents and evidence to this proforma. If any informal steps have already been taken to resolve the issue, these must be detailed.*

1. **Additional pertinent comments (optional)**