

Appendix 4: Checklist Reporting the Findings of an Investigation

The Chair, Investigation Panel must prepare a report on Investigation Panel findings for the Designated Officer (DO). The Report should include:

Names and affiliations of the Panel members	
Name of the respondent	
Specific allegations considered	
Terms of Reference of the Panel	
Description of the processes that were followed	
Description of the evidence considered, including the documents and other information and the names of all persons interviewed	
Summaries of the interviews conducted	
Findings of fact that have been reached	
A conclusion as to whether or not a breach of the Research Code has occurred and whether or not the respondent is responsible for the breach	
Identification of any systemic issues that were contributing factors	
A recommendation about the breach, such as whether in the Panel's opinion research misconduct has occurred	
Any recommendations (for example, for corrective action), where appropriate and consistent with the terms of reference	
Any recommendations about other institutions/organisations that should be advised of the outcome (for example, funders, external stakeholders)	