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|   | University of Southern Queensland |
| **Research Integrity Advisor - Report**This form provides an outline of the basic information that should be recorded when the Research Integrity Advisor provides advice to a Research Worker.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**  |

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| RIA name: |  |
| Date of meeting/discussion: |  |
| Name of participant/s: |  |
| Contact details for participant/s: |  |

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| **Description of issues raised** |

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| **Advice provided** |

Include here the steps explained to the participant, any references to the USQ policy, next steps for participant, next steps for the RIA, date of follow-up meeting etc.

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| **Further referral required** |

Yes / No

**Participant referred to:**

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| Manager Research Integrity and Ethics – Research Specific  |  |
| Human Resources (Workplace Relations and Diversity) - Management and Staff issues |  |
| Student Complaint System - [Student *Complaints* and Appeals Management System](http://www.usq.edu.au/complaints-appeals) |  |
| Director Integrity and Professional Conduct |  |
| Other (please specify)  |  |

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| **Potential Breach**  |

Yes / No

If **yes** please refer participant to Manager Research Integrity and Ethics.

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| **Category of Complaint or Concern – tick all that apply** |

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| 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): |  |