

# NOTIFICATION FORM FOR AN ALLEGED RI VIOLATION

## 1. Contact details of the person(s) submitting an allegation of an RI violation

A notification of an alleged violation against research integrity can be submitted by one or more persons. More details can be given in section 7. Information marked with an asterisk is required.

Name*	Email address*
Address	
Postal code and city	Telephone number
Name	Email address
Name	Email address

## 2. Contact details of the person(s) suspected of an RI violation

Name	Email address / contact information (if known)
Position	Organisation
Name	Email address / contact information (if known)
Position	Organisation
Name	Email address / contact information (if known)
Position	Organisation

### 3. Type of the alleged RI violation

From the options below, select the type of RI violation you suspect to have taken place. If necessary, select more than one option.

Enter a **brief justification for your suspicion of the alleged RI violation** in the text field next to the category you have selected. Use the definitions and examples given in [Chapter 4 "Violations of good research practices"](#) of the RI guidelines 2023. If the alleged violation has taken place before your organisation's commitment to the RI guidelines 2023, use the previous 2012 guidelines.

A more detailed description of the alleged RI violation is given in sections 4 and 5 of the notification form.

Research misconduct	Justification
<input type="checkbox"/> Fabrication	
<input type="checkbox"/> Falsification	
<input type="checkbox"/> Plagiarism	
Disregard for good research practices	Justification
<input type="checkbox"/> Concerning the planning and preparation of research	
<input type="checkbox"/> Concerning the implementation of research	
<input type="checkbox"/> Concerning authorship-related violations	
<input type="checkbox"/> Concerning the embellishment of one's research achievements	
<input type="checkbox"/> Concerning the misuse of one's academic status	
<input type="checkbox"/> Concerning the RI process	
<input type="checkbox"/> Other, please specify	

## 4. Description of the alleged RI violation

Briefly explain when and where the alleged RI violation has taken place. Also describe the events and/or context in which the alleged RI violation was observed. In case of plagiarism, include the bibliographical information of the publication and the plagiarised section of text. If necessary, you can provide additional relevant information or material in appendices.

a) Time or time period

b) Place or organisation

c) Events and/or context in which the alleged violation was observed

d) Bibliographical information and plagiarised section of text

e) Other

## 5. Justification for the allegation

Justify why your allegation constitutes an RI violation. Use the *Finnish Code of Conduct for Research Integrity and Procedures for Handling Violations of Research Integrity in Finland. Guidelines of the Finnish National Board on Research Integrity TENK 2023* and refer to the appropriate sections of the guidelines. If the alleged violation has taken place before your organisation's commitment to the RI guidelines of 2023, use the previous 2012 guidelines.

## 6. Handling of the case in other organisations

Report here any related notifications of an alleged RI violation that you have submitted to other research organisations. Report also any related complaints you have made to other bodies, such as the Parliamentary Ombudsman, the Council for Mass Media in Finland or an Administrative Court. Report also the status of the handling process and possible decisions that have been issued in the other organisations/bodies.

## 7. Additional information

Here you can provide more information of the persons submitting the allegation and their possible connection to the case.

## 8. List of appendices

Relevant material can be submitted as appendices. The appendices must be numbered, and it must be clearly specified why they support the submitted allegation of an RI violation. The organisation receiving the notification may, if necessary, request further information from the person submitting the notification.

*Note: Both the notification of an alleged RI violation and its appendices are public documents, with the exception of any confidential sections included in them.*

## 9. Date and signature

Date

Person submitting the allegation

Title or occupation (optional)

# Instructions on how to submit the notification

In Finland, alleged violations of research integrity are investigated in accordance with the *Finnish Code of Conduct for Research Integrity and Procedures for Handling Violations of Research Integrity in Finland. Guidelines of the Finnish National Board on Research Integrity TENK 2023* (the so-called RI guidelines 2023). A notification of an alleged violation of research integrity is submitted as follows:

- The notification is submitted to the organisation where the alleged violation has taken or is taking place or where the person suspected of RI violation works or has worked during the events in question.
- The notification can be submitted only if the organisation in question has committed to the RI guidelines ([see the list of committed organisations on TENK's website](#)).
- The notification must be sent to the director of the organisation.
- The person submitting the notification (i.e. the complainant) does not have to be a researcher or member of the research community.
- The notification is submitted under one's own name. In problematic situations, the complainant can contact TENK's Secretary General in advance; see the [contact information on TENK's website](#).
- The complainant must specify in writing any connections they have to the case or the person(s) suspected of violation (see section 5.2.1. of the RI guidelines 2023).
- Submitting a malicious notification may in itself be an RI violation.

The research integrity adviser(s) in your organisation can be contacted for confidential discussion concerning an alleged RI violation and submitting a notification.

The organisation that receives the notification informs TENK, the organisation's research integrity adviser(s) and the person suspected of an RI violation that a notification has been submitted.

The organisation handles the case in the RI process described in the RI guidelines. The research integrity adviser does not participate in the RI process.

At the end of the RI process, the director of the organisation makes a justified decision on whether an RI violation has taken place. The decision with the appendices is sent to the parties involved, TENK and the organisation's research integrity adviser(s). If an RI violation is found to have taken place, the decision is also sent to other relevant parties.

If a party involved is dissatisfied with the decision, they may request a statement from TENK.