Instructions for notification of alleged RCR violations

In Finland, alleged research misconduct and other violations of the responsible conduct of research (RCR) are investigated in accordance with the guidelines of the Finnish National Board on Research Integrity TENK *Responsible conduct of research and procedures for handling allegations of misconduct in Finland* (RCR 2012): <http://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf>.

The guidelines state that allegations of violation of the responsible conduct of research may be notified on the following terms:

* The notification is to be sent to the organisation in which the research concerned is primarily being conducted/was primarily conducted or in which the researcher concerned was working at the time of the alleged violation.
* Violations of RCR may only be notified to organisations that have committed to follow the RCR guidelines. See the list of organisations on TENK’s website:   
  <http://www.tenk.fi/fi/sitoutuneet-organisaatiot-htk>.
* Notification must be sent directly to the highest authority at the organisation (e.g. the rector of a university).
* The person making the allegation does not need to be a researcher or a member of the research community.
* Notification may not be anonymous. In problematic situations, the person making the allegation may contact TENK’s Secretary General in advance: https://www.tenk.fi/en.
* Making unfounded and malicious allegations of an RCR violation may in itself be an RCR violation.

Researchers may discuss suspicions of RCR violations in confidence with the Research Integrity Adviser at their own organisation. However, Research Integrity Adviser may not participate in the processing of allegations of RCR violations.

Notification may be made on this form. **The notification is to be sent directly to the rector/head of the organisation concerned.** The contact details of the rector/head of the organisation will be found on the organisation website.

The organisation receiving written notification of an alleged RCR violation sends this notification and the decisions reached in the case, with appended documentation, to TENK and the Research Integrity Adviser in their own organisation for information. Summaries of RCR violations identified in the RCR investigation process are published on TENK’s website. TENK does not publish the names of the individuals concerned or the organisations which handled the case.

TENK’s actions are guided by the Act on the Openness of Government Activities (1999/621, <https://www.finlex.fi/en/laki/kaannokset/1999/en19990621>). This being the case, anyone as a rule has the right to receive information about documents in the RCR process sent to TENK where these do not contain information that is to be kept secret (e.g. health data or business secrets).

Notification form

# 1. Contact details of the person/people submitting the notification

*\*) compulsory information*  
An alleged RCR violation may be notified by one or more people. Where necessary, the details of other people submitting the notification may be given in section 9. Additional information.

|  |  |
| --- | --- |
| Name\* | E-mail address\* |
| Address | |
| Post code and town | **Phone number** |
| Name | **E-mail address** |
| Name | **E-mail address** |

# 2. Details of the person/people suspected of an RCR violation

An alleged RCR violation may concern more than one person. Where necessary, you may provide the details of other people suspected in section 4. Course of events.

|  |  |
| --- | --- |
| Name | E-mail address or other contact details (if known) |
| Title or position | **Organisation** |
| Name | **E-mail address or other contact details (if known)** |
| Title or position | **Organisation** |
| Name | **E-mail address or other contact details (if known)** |
| Title or position | **Organisation** |

# 3. What violation of the responsible conduct of research (RCR) does the allegation primarily concern?

*Please choose only one option.* Definitions of the RCR violation categories are provided in *Responsible conduct of research and procedures for handling allegations of misconduct in Finland*, the RCR 2012 guidelines (pp. 32–33), or at <https://www.tenk.fi/en/rcr-violations>.

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| fabrication  falsification of observations  plagiarism or misappropriation  violation of authorship  other negligence/misleading the research community  exaggerating a CV  inappropriately hampering the work of another researcher  other, please state: |

# 4. Course of events or description of alleged RCR violation

State briefly what the issue concerns. Additional details such as key evidence material regarding the case may be appended where necessary.

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| Enter text by clicking or tapping here. |

# 5. In which publication(s) did the alleged RCR violation occur or in which other context did the alleged violation became apparent?

Bibliographic details of the publication or description of other context. In cases of suspected plagiarism, show the text plagiarised.

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| Enter text by clicking or tapping here. |

# 6. When did the alleged RCR violation take place?

Date or period of time in which the alleged RCR violation took place.

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| Enter text by clicking or tapping here. |

# 7. Grounds for the allegation

State here the reason why the course of events described above fulfils the criteria for an RCR violation. Use the guidelines *Responsible conduct of research and procedures for handling allegations of misconduct in Finland* to help you and refer to the applicable parts of the guidelines.

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| Enter text by clicking or tapping here. |

# 8. Handling of the matter by other organisations

State here if RCR notifications regarding the matter have been made in other research organisations and/or complaints have been made to other bodies (e.g. Parliamentary Ombudsman, Council for Mass Media, Administrative Court), the stage of processing that the case has reached and/or decisions made on the matter by other organisations.

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| Enter text by clicking or tapping here. |

# 9. Additional information

Here you may state, for example, the details of other parties in the case or associated with the case.

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| Enter text by clicking or tapping here. |

# 10. List of annexes

Material central to the case can be appended. Annexes must be numbered and must clearly support the alleged RCR violation reported above. The organisation receiving the notification may, where necessary, request additional information from the person making the notification.

*Note: Both the RCR notification and the documents appended to it are public where these do not contain confidential data.*

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| Enter text by clicking or tapping here. |

# 11. Date and signature

|  |  |  |
| --- | --- | --- |
| Date | Person submitting the notification  **First name Last name** | Title/profession (not compulsory)  **Title or profession** |
|  |  |  |