**ETHICS AND INTEGRITY COMPLAINTS INFORMATION**

**Making a Complaint**

Any staff or student of La Trobe University, visitor to the University or member of the general public who wishes to make a research complaint, or report an incident involving research at the University may do so using this form. Complaints can be made to Ethics and Integrity by completing the form and submitting it by email to one of the contacts below. Complaints will be followed up or investigated by the appropriate Ethics and Integrity team member and directed to the relevant Committee or senior management personnel as required. The person who has lodged the complaint will be informed of the outcome.

**Privacy and Confidentiality**

La Trobe respects the confidentiality and privacy of the information you provide. The form requests personal information from you on this form for the purpose of investigation only. The nature of the complaint and the details provided on this form will be treated confidentially, and used only for the purpose of investigating the complaint.

You will only be contacted in relation to the complaint where necessary. If you wish to remain anonymous you should ensure that as much information as possible regarding the incident is provided to enable full investigation of the complaint. If you choose not to provide all information requested it may not be possible to properly investigate the concerns you raise.

If the University believes that a breach of law or criminal offence has occurred the information provided may be disclosed to the relevant state or commonwealth department, law enforcement agency, or other government agency.

You have a right to access the personal information provided, subject to any exceptions in relevant laws by contacting the Manager, Ethics and Integrity on +61 3 9479 5583 or researchintegrity@latrobe.edu.au. For privacy related concerns please contact the University Privacy Officer on +61 3 9479 2060

**Protected disclosure**

You may wish to make a protected disclosure and further information about this is available from the following site: <http://www.ibac.vic.gov.au/reporting-corruption/how-to-make-a-complaint>

**Instructions:**

Please fill in this form with the details requested. The form uses check boxes and content control devices that may not be compatible with your software or device. If this is the case, please highlight the relevant options and/or type below the content control boxes.

**COMPLAINT DETAILS**

Please fill in all sections of this form.

**1. Contact Details**

**Do you agree to us contacting you in relation to the complaint?**

[ ]  Yes

[ ]  No

**Name:** Click here to enter text.

**Contact Number:** Click here to enter text.

**Email address:** Click here to enter text.

**I prefer to be contacted by:** [ ]  Email

 [ ]  Telephone – business hours

 [ ]  Telephone – after hours

**I am a:** [ ]  La Trobe University staff member or student

[ ]  Member of the public

**2. Overview**

1. **In general, is your concern about (Please mark all that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐  | A human research project | ☐ | Questionable research practice  |
| ☐ | Exporting controlled goods or information | ☐ | An animal research project  |
| ☐ | Research affecting the community  | ☐ | Biosafety or biosecurity issues |
| ☐ | A project involving gene technology  | ☐ | Research affecting the environment  |
| ☐ | other – see below |  |  |

If other, please specify**:** enter details here

**3. Details**

**Check the relevant area/s your complaint relates to and fill in the relevant details for that section:**

1. [ ]  **A Committee decision –** pleaseindicate which Committee, the meeting date (if relevant), and provide further details below:

[ ]  Animal Ethics Committee (AEC)

[ ]  La Trobe Institutional Biosafety Committee (LTIBC)

[ ]  University Human Ethics Committee (UHEC)

[ ]  College Human Ethics Sub-committee – College of ASSC (ASSC CHESC)

[ ]  College Human Ethics Sub-committee – College of SHE (SHE CHESC)

* 1. Meeting date: Click here to enter a date.
	2. Describe your concerns in as much detail as possible: Click here to enter text.
1. [ ]  **A Research Project –** please provide the following information:
	1. Project title: Click here to enter text.
	2. Project reference number: Click here to enter text, e.g AEC12-03
	3. Chief Investigator/Researchers responsible for the project: Click here to enter text.
	4. College, School and Department linked to the project:Click here to enter text.
	5. Have you spoken to the Chief Investigator or other researchers connected to the project about your concerns?

[ ]  Yes

[ ]  No

* 1. Describe your concerns about the project as well as the outcome of any communication with the project researchers: Click here to enter text.
1. [ ]  **A Researcher –** please provide the information below:
	1. **Name of researcher:** Click here to enter text.
	2. **Researcher’s College, School and Department:** Click here to enter text.
	3. Please describe your concerns: Click here to enter text.
	4. Have you spoken to this person about your concerns?

[ ]  No

[ ]  Yes – if yes, what was the outcome? Click here to enter text.

1. [ ]  **Animals being used in research or teaching –** please provide the following information or enter N/A if not known or not applicable
	1. Animal species/strain: Click here to enter text.
	2. Room number or location of animal(s): Click here to enter text.
	3. Chief Investigator: Click here to enter text.
	4. AEC Approval Number: Click here to enter text.
	5. If your concerns are related to a particular incident please indicate the date and time:

 Date: Click here to enter a date. Time: Click here to enter time

* 1. Please describe your concerns about the use or care of the animals: Click here to enter text.
1. **Other –** please describe the nature of the complaint in as much detail as possible:

Click here to enter text.

**4. Declaration**

In filling out this form I, insert full name here, declare that:

|  |  |
| --- | --- |
| ☐  | To the best of my knowledge the information provided in this form is true and accurate; and |
| ☐  | The information contained in this form is given on the basis that it remains confidential in accordance with relevant University and statutory requirements. |

**Date:** Click here to enter a date.

**What happens next?**

*Thank you for taking the time to fill in this form.*

Should further information be required, you will be contacted by your preferred method as advised above. The appropriate Ethics and Integrity team member will follow up this matter and if required, your complaint may go to the next relevant Committee meeting for discussion.

While action will be taken to resolve your concerns as soon as possible, some issues may take longer to investigate. Where a complaint cannot be resolved by a Committee, it will be raised with senior management as appropriate. Unless you have indicated that you do not wish to be contacted, you will be notified of the outcome once an investigation is completed.

*Please save and email this form as an attachment to one of the Ethics and Integrity staff members below:*

Ethics and Integrity Institutional Biosafety Committee

Manager Senior Biosafety Officer

T: +61 3 9479 5583 T: +61 3 9479 1240

E: researchintegrity@latrobe.edu.au E: biosafety@latrobe.edu.au

Animal Ethics Committee Human Research Ethics Committee

Senior Animal Ethics Officer Senior Human Ethics Officer

T: +61 3 9479 6694 T: +61 3 9479 1443

E: animal@latrobe.edu.au E: human@latrobe.edu.au

If your complaint has not been resolved to your satisfaction, you may seek advice from the University Ombudsman: P: +61 3 9479-1897 / +61 3 9479-1435 or E: ombudsman@latrobe.edu.au

If further advice is required you may find it at: <https://www.ombudsman.vic.gov.au/Complaints>