**Investigation Summary (Non-UReport)**

Individuals who are responsible for reviewing and investigating allegations of misconduct may wish to use a common format for documenting the concerns, the process used, and the outcome of the work, including any investigation that took place.

This document need not be submitted to a central unit. Individuals must protect the confidentiality of the information on the form to the extent allowed by law.

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| Name(s) of person(s) assigned to the report matter:       | Date reported:       |
| Unit:       | Date matter completed:       |

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| Summary of the UReport initial assessment. Identify the following: * Name of the complainant
* Brief description of the alleged violation(s) or concern(s)
* Law/regulation/policy that was allegedly violated
* The dates and location of the alleged violation or conduct
* Unit or individual(s) alleged to have engaged in the violation or conduct
* Individuals named in the report who may have knowledge of the alleged violation or conduct
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| Other **known** actions taken by the complainant and/or respondent (select all that apply)[ ] None[ ] Union actions [ ] Filed with the Office for Conflict Resolution [ ] Lawsuit[ ] Reported to a government or state agency[ ] Other/more detail       |
| Was the allegation reviewed? Yes       No      Was a formal investigation conducted? Yes       No       (*If no, go to the last section of this form.*) |
| If yes, list the allegation(s) that was investigated      |

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| Summary of information from the interviews and other evidence gathered, including the list of witnesses interviewed* Who was interviewed (name, title, unit?)
* What information was collected?
* Did you determine that a violation of law or University policy occurred?
* What is the basis for your determination (for each law and University policy)?
* Who was informed of this determination (name, title, unit)?
* Were any follow-up steps recommended?

If yes, follow-up actions identified: (select all that apply)[ ]  Training [ ]  Counseled/coached[ ]  Disciplinary action Specify the disciplinary action taken:      [ ]  Control improvements[ ]  Modify procedures[ ]  No action necessary[ ]  Other/more detail      Provide details around the other action taken:      Who is tasked with ensuring that the follow-up actions are taken?       |
| If the allegation was substantiated, has the follow-up action(s) been taken? [ ]  Yes [ ]  No If yes, please provide the date the action was taken.      If no, specify the date by which the follow-up action will be taken.       |
| If no investigation was conducted:* Why was a formal investigation *not* conducted?
* What follow-up steps were taken and by whom (name, title, unit)?
* Who was contacted (name, title, unit)?
* What other follow-up steps are anticipated?
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