**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 |
| 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? |