**Instructions**

Please use this form for reporting on research misconduct, for submission to [NMRC](mailto:moh_nmrc_admin@moh.gov.sg). Please do your best to respond to all the questions, as this will greatly help with investigations. Where you do not have information or ready responses for specific questions, a nil response can be indicated.

|  |
| --- |
| **Whistleblower Report Form** |
| **Whistleblower’s details**  *(You are encouraged to put your name(s) as concerns expressed anonymously would be less credible and may make the investigation efforts more difficult. Investigations may only be done for anonymously lodged cases at the discretion of NMRC/MOH and depending on the seriousness of the issues raised)* |
| * Name: * Position/Designation: * Division/Department: * Contact number: * Email address: |
| Can you be contacted for more information?  Yes / No |
| **Alleged Party’s details** |
| * Name: * Position/Designation: * Organisation * Division/Department: * Contact number: * Email address: |
| **Witness’ details (If any)** |
| * Name: * Position/Designation: * Organisation * Division/Department: * Contact number: * Email address: |

|  |
| --- |
| **Concern/Complaint** |
| 1. Please select the most appropriate category for this report:    1. Failure to observe a legal obligation    2. Miscarriage of justice    3. Endangering the health or safety of persons or the environment    4. Financial and non-financial administrative malpractice, which includes, but is not limited to seeking, obtaining, offering secret commissions, bribery, theft, embezzlement, forgery, falsification or fraudulent alteration of documents and submission of fictitious documents.    5. Fraud or deliberately including false or incorrect information in the preparation, evaluation, review, audit of financial accounts and records    6. Academic or professional malpractice, which includes, but is not limited to seeking, obtaining, offering secret commissions, bribery, theft, embezzlement, forgery, falsification or fraudulent alteration of documents and submission of fictitious documents.    7. Research misconduct, which includes, but is not limited to the misuse of research funding, misrepresentation of eligibility, manipulation of the research process or wilfully misrepresenting its outcomes, plagiarism and other wrongdoings such as violation of regulations and failure to comply with applicable ethical codes, misuse of human research subjects and conflict of interest    8. Inappropriate conduct or unethical behaviour, which includes, but is not limited to, workplace harassment    9. Wilful suppression or concealment of any relevant information relating to wrongful practices    10. Others – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. What misconduct occurred? |
| 1. Who committed the misconduct? |
| 1. When did the misconduct happen and when did you notice it? |
| 1. How were you made aware of this incident? If the information on the incident was provided through an external source, please provide details. |
| 1. Where did the misconduct happen? |
| 1. Have you approached the person(s) who committed the misconduct? If yes, what did the person(s) say? |
| 1. Has this incident occurred before? If yes, please provide details (frequency, estimated date(s), etc.). |
| 1. Are there any physical/electronic documents or materials or any other evidence of the incident? If yes, please describe them briefly and where applicable/appropriate, please provide the documents/evidence by attaching soft copies. If required, we can also arrange to receive the documents/materials/evidence from you in person. |
| 1. Were other people involved? If yes, who are they? |
| 1. Do you have any other details or information which would assist us in the investigation? If yes, please provide details. |
| 1. Have you reported the incident internally or through any other channels? If yes, to whom have you made the report? |
| 1. What (if any) is the estimated monetary value involved in Singapore Dollars? |