

Incident Report for Breach of Ethics

1. Incident Details

- **Date of Report:** [Insert Date]
- **Date of Incident:** [Insert Date]
- **Reported By:** [Name of Reporter]
- **Role/Position:** [Role/Position of Reporter]
- **Project Title:** [Title of the Project]
- **Principal Investigator:** [Name of Principal Investigator]
- **Department:** [Department Name]

2. Description of the Incident

- **Summary of the Incident:** Provide a brief summary of the incident, including what happened, where it occurred, and who was involved.
 - **What Happened:** [Detailed description of the incident]
 - **Location:** [Location of the incident]
 - **Involved Parties:** [Names and roles of individuals involved]

3. Nature of the Breach

- **Type of Breach:** Describe the nature of the ethical breach (e.g., data privacy violation, informed consent issue, conflict of interest).
 - **Details of the Breach:** [Detailed description of the ethical breach]
 - **Relevant Ethical Guidelines:** [Reference to specific ethical guidelines or standards that were breached]

4. Immediate Actions Taken

- **Actions Taken:** Describe any immediate actions taken to address the breach and mitigate any harm.
 - **Steps Taken:** [Detailed description of actions taken]
 - **By Whom:** [Names and roles of individuals who took action]

5. Impact Assessment

- **Impact on Participants:** Assess the impact of the breach on research participants.
 - **Details:** [Detailed description of the impact]
- **Impact on Research:** Assess the impact of the breach on the research project.
 - **Details:** [Detailed description of the impact]

6. Follow-Up Actions

- **Corrective Measures:** Describe the corrective measures implemented to prevent future occurrences.

- **Details:** [Detailed description of corrective measures]
- **Communication:** Outline how the breach and corrective measures were communicated to relevant stakeholders.
 - **Details:** [Detailed description of communication efforts]

7. Recommendations

- **Recommendations for Improvement:** Provide recommendations for improving ethical compliance and preventing similar breaches in the future.
 - **Details:** [Detailed description of recommendations]

8. Conclusion

- **Summary:** Summarize the key points of the incident report and any final remarks.
 - **Details:** [Summary of key points]

9. Signatures

- **Reporter:** [Name and Signature of Reporter]
- **Date:** [Date]
- **Principal Investigator:** [Name and Signature of Principal Investigator]
- **Date:** [Date]
- **REC Chair:** [Name and Signature of REC Chair]
- **Date:** [Date]