



# UC San Diego

## Policy & Procedure Manual

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### I&R POLICY AND ORGANIZATION

#### Section: 100-4 APPENDIX B

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### Appendix B Instructions for the RIO and the Committee

The following is a suggested timeline for completion of the **Inquiry** process following receipt of an Allegation by the RIO:

| Task   | Time (calendar days) |
|--|----------------------|
| RIO Convenes Inquiry Committee   | 14                   |
| Inquiry Committee submission of report to RIO  | 60                   |
| Review of report by RIO;<br>When acceptable, report provided to Respondent   | 7                    |
| Respondent submission of response to report to RIO   | 7                    |
| Revision of report by Inquiry Committee, if necessary;<br>Inquiry committee submission of signed report to RIO   | 7                    |
| Decision Official's decision to accept Inquiry Committee report as final and determination as to whether Research Misconduct may have occurred; and notification of interested parties of determination by RIO | 7                    |

The following is a suggested timeline for completion of the **Investigation** process following the RIO's decision to accept the Inquiry committee report as final:

| Task  | Time (calendar days) |
|---|----------------------|
| Appointment of Investigation Committee by RIO   | 30                   |
| Investigation Committee submission of report to RIO   | 120                  |
| Review of report by RIO;<br>when acceptable, report provided to Respondent  | 7                    |
| Respondent submission of response to report to RIO  | 14                   |
| Revision of report by Investigation Committee;<br>Investigation Committee submission of signed report to RIO  | 7                    |
| Decision Official's decision to accept Investigation Committee report as final and determination as to whether Research Misconduct has occurred; and notification of interested parties of determination by RIO | 14                   |
| Submission of final report to appropriate external agency by RIO  | 7                    |