

Fraud, safeguarding or security concern or incident reporting form

This form is for reporting any significant incidents to NIHR - such as safeguarding, fraud and security incidents - related to all NIHR funded health research contracts. Please complete form with as much information as possible.

Individuals wishing to report any other issues in a whistleblowing capacity should do so through their designated NIHR Programme/Research manager or [contact us](https://www.nihr.ac.uk/about-us/contact-us/contact-us.htm)

For **fraud** concerns or incidents, please send the completed form to your NIHR Programme or Research Manager or specific point of contact.

For **safeguarding** and **security** concerns or incidents, please send the completed form to [safeguardingconcerns@nihr.ac.uk](mailto:safeguardingconcerns@nihr.ac.uk).

More information is available in the [NIHR Safeguarding Guidance](https://www.nihr.ac.uk/documents/nihr-safeguarding-guidance/25744)

# Protecting your information

In completing and submitting this form, you are accepting that it will be reviewed by trained staff in confidence and in accordance with the terms of the Public Interest Disclosure Act 1998. This statute protects the legitimate personal concerns of staff. However, you should be aware that in order to take cases forward we may need/expect the member of staff making a referral to be a witness. Under these circumstances, your confidentiality can not be assured.

# About the NIHR research project

| **Required information** | **Details** |
| --- | --- |
| Project name |  |
| Project reference number |  |
| NIHR funding programme |  |
| Name of  NIHR Coordinating Centre that oversees the project |  |
| Actual or estimated start date of the project |  |
| Actual or estimated end date of the project |  |

# About you

| **Required information** | **Details** |
| --- | --- |
| Name |  |
| Organisation |  |
| Preferred contact details (email, phone number) |  |

# Details of concern or incident

Please complete the fields that are relevant to the concern or incident.

| **Information** | **Details** |
| --- | --- |
| Nature of concern or incident  (e.g. fraud, safeguarding or security) |  |
| Country where concern or incident occurred |  |
| Name of organisation that concern or incident relates to |  |
| List of all downstream partners relevant to the concern or incident |  |
| Summary of the concern or incident (outlining the key issues and any allegations) |  |
| Action taken so far  (for example, an investigation is underway, staff dismissed, reports to police) |  |
| Details of any external bodies that this allegation has been reported to (for example, Local Police, National Crime Agency, and Charity Commission) together with any crime reference numbers and reporting dates |  |

# For fraud cases only

| **Information** | **Details** |
| --- | --- |
| What is the actual or potential loss of NIHR funds? |  |

# For safeguarding and security cases only

| **Information** | **Details** |
| --- | --- |
| Safeguarding incidents:  Is there any immediate risk / threat to the individual who made the allegations? If yes, what steps have been taken to ensure their safety while the investigation is underway? |  |
| Is there a risk of continued harm to any other individuals? |  |
| What is the impact of the concern or incident on the implementation of the NIHR funded research activity? |  |

# Further information

| **Information** | **Details** |
| --- | --- |
| How was this concern or allegation detected?  (for example, internal or external audit, whistle-blower, reconciliation, staff) |  |
| Please confirm whether the alleged victim/complainant is a beneficiary, research participant, contracted organisation staff member, downstream partner staff member etc. |  |
| Any other relevant details |  |

# For NIHR internal use only

To be completed by NIHR managers and discussed with the DHSC.

| **Information** | **Details** |
| --- | --- |
| Name of the Lead(s) and Contracting Institution in relation to the DHSC contract |  |
| Has funding been suspended to the organisation? |  |
| If funding has not been suspended, please provide the date (DD/MM/YY) and amount (in GBP) of the next payment |  |
| If applicable, please provide DHSC's percentage share of the funding |  |
| List all other downstream partners relevant to the allegation |  |
| Comments from NIHR Coordinating Centre and any additional information |  |