To: President of Hiroshima University

Written Complaint Form Concerning Inappropriate Use of Research Funds, etc.

Complaint Reference No. _____

Complainant's Name		Date of Complaint	Month / Date / Year / /
Complainant's Affiliation			

Details of the complaints

① Information on the staff member who allegedly committed inappropriate use

Alleged staff member's name : _____ Affiliation : _____

② Details of the inappropriate use of research funds, etc. and the reasonable grounds for the complaint

(When) _____

(Where) _____

(How) _____

_____

_____

③ Other

○Do you have any evidence?

(a) Yes (documents / magnetic tapes / floppy disks / other ( )

(b) No

Preferred method of contact and contact information (multiple answers possible)	① Telephone (Telephone No.:)
	② e-mail (e-mail address:)
	③ FAX (FAX No.: home / office / other ( ))
	④ Postal mail (Address:)
	⑤ Other preferences ( )

※ Whenever possible, please use your name and provide your preferred method of contact and contact information. It may not be possible to fully investigate the facts if the complaint is made anonymously.

※ Fill in as much information about your complaint as you can. (You do not have to fill in everything.)

※ Evidence includes not only documents, but also electromagnetic recording media and other items that can be used as evidence of the fact of the contents of a complaint. Please submit these items when you report an inappropriate use.

※ The name and other personal information will be used only to the extent necessary for contacting the complainant from the reporting office, etc., and for investigating the case as well as for handling the complaint. The information will be protected appropriately.