

**SAMPLE NOTIFICATION OF PRELIMINARY INVESTIGATION**

**MEMORANDUM**

TO: Subject

FROM: Supervisor

SUBJECT: Allegation of Scientific Misconduct

You are the subject of an allegation concerning scientific misconduct. [Insert as specific and detailed a description of the allegation as possible here, but do not disclose the name of the person who filed the allegation.] In order to enable me to determine if the allegation has merit, you must provide me with all original research records and materials relevant to the above allegation.

I have scheduled an interview with you on \_\_\_\_\_ to discuss this matter. During the interview, you are required to respond to my questions and to provide truthful answers. During the interview, you may also provide me with a written response to the allegation, which will be placed in the record.

Once I have concluded my preliminary investigation into this matter, either you will be informed by memorandum from me that a review of this matter has enabled me to clear you of the allegation and the matter will be closed, or you will be advised that I have referred the matter to the Chairperson of the USGS Scientific Misconduct Review Panel for further investigation. The Chairperson of the Panel will notify you of your rights concerning their review, your obligations during their investigation, and your opportunity to respond to the allegation.

If the Panel investigates the allegation, I will review their report and findings and determine the appropriate action necessary to resolve this matter. I will advise you of my decision.

I have attached a copy of the Survey Manual chapter 500.25 on Scientific Integrity. Please review it carefully and let me know if you have any questions about this process.