

Schedule A: Responsible Research Conduct Procedures – Institutional Roles @ Southern Cross University

Term in National Guide	Southern Cross University Position	Definition
Responsible Executive Officer (REO)	Deputy Vice Chancellor (Research) or otherwise as determined by the institutional governing body.	A senior officer in an institution who has final responsibility for receiving reports of the outcomes of processes of assessment or investigation of potential or found breaches of the Code.
Designated Officer (DO)	Dean, Graduate Studies for allegations regarding HDRs Associate Deputy Vice Chancellor (Research) for allegations regarding staff	A senior professional or academic institutional officer or officers appointed to receive complaints about the conduct of research or potential breaches of the Code and to oversee their management and investigation where required.
Assessment Officer (AO)	Person appointed by the Designated Officer or Responsible Executive Officer	A person or persons appointed by an institution to conduct a preliminary assessment of a complaint about research.
Decision Maker	Dean, Graduate Studies, as Designated Officer for HDRs Associate Deputy Vice Chancellor (Research), as Designated Officer for staff Deputy Vice Chancellor (Research), as Responsible Executive Officer	The Designated Officer or Responsible Executive Officer.
Investigation Officer	Person appointed by the Designated Officer.	A person appointed by the Designated Officer to investigate a potential breach of the Code.
Research Integrity Advisor (RIO)	School Directors of Research, School Directors of Higher Degree Research Training Chairs of the Animal and Human Ethics Committees	A person or persons with knowledge of the Code and institutional processes nominated by an institution to promote the responsible conduct of research and provide advice to those with concerns or complaints about potential breaches of the Code.
Review Officer (RO)	Senior officer of the institution not fulfilling any of the roles described above, to be determined on a case-by-case basis.	A senior officer with responsibility for receiving requests for a procedural review of an investigation or a breach of the Code. This role will be fulfilled on a case-by-case basis depending on the details of a breach.