

COUNCIL ON UNDERGRADUATE RESEARCH (CUR) REPORTING AND COMPLAINT PROCEDURES

1. PURPOSE

The Council on Undergraduate Research (CUR) is committed to maintaining a professional, respectful, and inclusive community. This document outlines the procedures for reporting, reviewing, and resolving concerns related to alleged violations of CUR policies, including the Code of Conduct.

These procedures are designed to ensure that concerns are addressed promptly, fairly, and with appropriate confidentiality, while supporting the safety and integrity of the CUR community.

While CUR is committed to fostering a professional, inclusive, and respectful community, it is not a legal or adjudicating body. As such, CUR's ability to investigate and enforce outcomes is limited to actions within its organizational scope, including participation in CUR membership, programs, events, and volunteer roles.

If you are experiencing a situation that involves an immediate threat to your safety or the safety of others, please contact local law enforcement or appropriate emergency services.

2. SCOPE

This policy applies to all individuals engaging with CUR, including members, volunteers, staff, program participants, event attendees, awardees, and partners.

It applies to concerns arising in connection with:

- CUR programs, events, and meetings (in-person and virtual)
- CUR governance and volunteer activities
- CUR online platforms and community spaces
- Any context in which an individual is representing or engaging with CUR

3. REPORTING A CONCERN

CUR encourages individuals to report behavior that may violate CUR policies.

- **How to Report**

Concerns may be submitted by email to the CUR Executive Officer. Reports involving the Executive Officer should be submitted to the CUR President.

- **Information to Include**

To support timely review, reports should include, when possible:

- Name and contact information of the reporting individual (unless submitting anonymously)
- Name(s) of the individual(s) involved
- Description of the incident, including relevant details
- Date, time, and location (if applicable)
- Any supporting documentation or evidence
- Anonymous reports may be submitted; however, this may limit CUR's ability to investigate.

- **Timing**

Reports should be submitted as soon as possible following the incident. CUR encourages submission within 30 days, though reports may be reviewed beyond this timeframe at CUR's discretion.

4. INTAKE AND INITIAL REVIEW

All reports should be submitted to the CUR Executive Officer and will be managed by the Executive Officer or their designee. Reports involving the Executive Officer should be submitted to the CUR President.

Upon receipt:

- The report will be acknowledged in a timely manner
- An initial review will be conducted by the CUR Executive Committee to assess the nature and severity of the concern within 14 days
- A determination will be made regarding whether further review or investigation is warranted

5. INTERIM ACTIONS

CUR reserves the right to take immediate or interim action, when appropriate, to ensure the continuity of its programs and community or to protect the safety and welfare of individuals engaging with CUR, including members, volunteers, staff, program participants, and event attendees.

This may include:

- Removal from an event or meeting
- Temporary suspension from participation in CUR activities

- Restrictions on engagement during the review process

Interim actions may be taken prior to the completion of a full review or investigation.

6. INVESTIGATION PROCESS

If a report warrants further review, CUR may initiate an investigation. To assist in investigations, the CUR Executive Committee may appoint a designated investigator.

Investigations may include:

- Interviews with the reporting individual, respondent, and relevant witnesses
- Review of documents, communications, or other materials
- Consultation with CUR leadership, legal counsel, or external investigators, as appropriate

The CUR Executive Committee will oversee the review process and determine next steps.

CUR will make every effort to conduct investigations:

- Promptly
- Impartially
- With respect for all individuals involved

7. FINDINGS AND OUTCOMES

Upon completion of the review or investigation, CUR will determine whether a violation of policy has occurred and what actions, if any, are appropriate.

Possible outcomes may include:

- No action
- Verbal or written warning
- Removal from an event, program, or volunteer role
- Suspension of participation in CUR activities
- Revocation of membership

The reporting individual and the respondent will be notified of the outcome, as appropriate and consistent with confidentiality considerations.

8. APPEALS PROCESS

An individual subject to disciplinary action may submit a written appeal within 14 days of notification of the decision.

- Appeals should be submitted to the Executive Officer. Appeals involving the Executive Officer should be submitted to the CUR President.
- The Executive Committee will review the appeal and may request additional information or convene further review, as needed
- A final decision will be communicated within a reasonable timeframe

The decision of the Executive Committee is final.

9. CONFIDENTIALITY

CUR will make every effort to protect the confidentiality of individuals involved in a report.

Information will be shared only with those who have a legitimate need to know in order to review and resolve the matter.

However, confidentiality cannot be guaranteed in all circumstances, particularly where:

- Disclosure is necessary to conduct a fair investigation
- There is a risk of harm to individuals or the community
- Disclosure is required by law

10. NON-RETALIATION

CUR prohibits retaliation against any individual who:

- Reports a concern in good faith
- Participates in the review or investigation of a complaint

Retaliation is considered a violation of CUR policy and will be addressed accordingly.

11. FALSE OR BAD FAITH REPORTS

CUR encourages good faith reporting of concerns.

Reports that are knowingly false or made in bad faith may themselves be considered a violation of CUR policy and may result in appropriate action.