

complainant or a referrer on behalf of the complainant.

To submit via the Case IQ Portal, please refer to [this corresponding section](#).

For other issue categories, please refer to those respective guides.

Logging in to Case IQ

1. Navigate to [Case IQ](#) and log in using your UNSW SSO credentials (zID@ad.unsw.edu.au) by clicking on Login with your zID.

You will be prompted to use your Microsoft Authenticator app to confirm your login.



Creating a Complaint or Report

2. Create a new complaint or report by clicking on the + (plus) sign in the top left-hand corner.

Completing the Webform

3. Select the most appropriate option in response to the question about your relationship with UNSW.

This question enables the types of issues in this webform for which you can submit.

Categorising the Issue

1. Select Research Integrity as the issue.

The webform and its questions will adjust according to your selection.

and provide your details. JTEQq0.0000125460 841.92 1190.52 reW* nBT/F1 15.96 Tf1 0 0 16539.5 92

2. Select the most appropriate Type that further describes your issue.

3. If applicable, you can further categorise your issue by selecting the most appropriate Sub Type.

This is not a mandatory question but will allow the Case Manager to provide more timely and adequate support.

Submitting as a Complainant or Reporter

4. If you are submitting this complaint or report as a complainant, select No and provide your details.

If you are reporting on behalf of



Submitting a **Case IQ** via the Portal

This guide is intended for UNSW students/staff and members of the community, and shows how to submit a research integrity issue via the Case IQ Portal and anonymously, either as a complainant or a reporter on behalf of the complainant.

To submit via single sign-on (SSO), please refer to [this corresponding section](#).

For other issue cat 0 8413rteriesse refer to

Completing the Webform

2. Select the most appropriate option in response to the question about your anonymity. You can opt to provide your details for the purpose of, for example, being contacted should clarification be required.
3. Select the most appropriate option in response to the question asking your relationship with UNSW. This question enables the types of issues in this webform for which you can submit. It cannot be used to identify you.

Categorising the Issue

4. Select Research Integrity as the issue.

The webform and its questions will adjust according to your selection.

5. Select the most appropriate Type that further describes your issue.
6. If applicable, you can further categorise your issue by selecting the most appropriate Sub Type.

This is not a mandatory question but will allow the Case Manager to provide more timely and adequate support.

Submitting as a Complainant or Reporter

7. If you initially selected to not remain anonymous

15. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.
16. Drag and drop the file into the attachment area, or click on Upload a File from your Computer to upload via a file dialog.
17. Finish attaching the file to the case by clicking on the floppy disk button in the top right-hand corner.
18. Repeat for any other file(s).

Logging in to / Creating an Account

19. After all details have been provided, select the most appropriate option in response to the question about whether you are a returning Case IQ user.
 - a. If you select Yes, log in using the secure username and password created in another, prior submission. This also allows you to receive progress status updates. Go to Step 23.

Submitting the Complaint or Report

21. After all details have been provided, complete the CAPTCHA and click Submit.

B – Send Email

Sending the Complaint or Report

1. An email will pop up using your computer's default email appl.96 890.46 0 841.92 1190.52 reW* nQq0.000012546 0 841.92 1190.52 reW* nBT/F1 15.T/F3 5tT,