**Texas A&M University System Compliance Investigator Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution Name: |  | Date: |  |
| Requestor: |  | | |
| Date Complaint Received: |  | | |
| How Complaint Rcvd., e.g. email |  | | |
| EthicsPoint Case Number (s): |  | | |
| Primary Issue: e.g. HR, Student Affairs etc... |  | | |
| Secondary Issue: e.g. Discrimination, COI |  | | |
| Reporter Contact Information: |  | | |
| Campus Contact Information (coordinate interview space, scheduling witnesses, etc.): |  | | |
| Designated Administrator Contact information: |  | | |
| Related to Policy/Regulation/Rule: |  | | |
| Reason for Request…staffing issue, on-campus personnel conflicted out, high profile, etc.… | | | |
|  | | | |
| Upload or Attach the Complaint (If not, please summarize below) | | | |
|  | | | |

|  |
| --- |
| List of Suggested Interviews (include Titles) |
|  |

|  |
| --- |
| List of known Documents relevant to the Complaint |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Member Administration Approval: |  | Date: |  |
| Member Officer (TIX, Compliance): |  | Date: |  |
| Assigned Investigator: |  | Date: |  |
| System Compliance Officer: |  | Date: |  |
| System Counsel Reviewer: |  | Date: |  |