



Prepare to Report

Quick Checklist for the Ethics & Compliance Hotline

Preparation helps the university understand your concern and respond more effectively.

1

BEFORE YOU REPORT

- ☐ Is this an emergency? **Call 911**
- ☐ Is this a non-emergency crime? Contact **UAPD: (520) 621-8273**
- ☐ Is this an ethics, compliance, fraud, misconduct, or policy concern?

Report it through the Ethics & Compliance Hotline.

2

INCLUDE THE 5 Ws



WHO

Who was involved?

- Names, titles, departments, or identifying information (if known)



WHAT

What happened?

- Describe the facts
- Share only what you observed or learned firsthand
- Avoid assumptions or speculation



WHEN

When did it occur?

- Date(s)
- Time(s)
- One-time or ongoing



WHERE

Where did it happen?

- Building, office, department, campus location, or online



WHY

Why are you reporting it?

- Briefly describe why you believe the conduct may violate policy, law, or ethical standards

3

GATHER SUPPORTING INFORMATION



Email



Screenshots



Photos



Documents



Notes or other relevant records

Include only information related to your concern.

4

REPORTING ANONYMOUSLY?

Remove identifying information from attachments.

Enable the anonymous messaging feature if you want to receive or provide follow-up information.

5

AFTER YOU SUBMIT

- ✓ Your report is reviewed by University Compliance
- ✓ It is routed to the appropriate office
- ✓ The university may request additional information
- ✓ Information is shared only with those who have a legitimate need to know

The Ethics & Compliance Hotline is available 24/7. You can submit a report by phone or online form.