Report Filed
- Reporter receives a Report Key and sets a Password*
- The report is provided to UMB

Intake
- Report is reviewed
- Any questions or information requests are added through EthicsPoint
- Report is given a Case Number
- The Case is sent to the appropriate parties for Preliminary Review

Preliminary Review
- Appropriate parties receive the Case
- A review is conducted to determine if additional information is needed
- Any questions are added through EthicsPoint
- Based on Case information, a decision is made to proceed to investigation or unsubstantiated the concerns
- Based on the desires of the parties to the Case, an informal resolution may be determined

Investigation
- An Investigation is conducted per the appropriate policies
- Based on the investigation results, the concerns in the Case are either substantiated or unsubstantiated
- In substantiated cases, a report of the findings is prepared and delivered to the appropriate disciplinary authorities

Disposition
- Investigation Report is reviewed
- Determination of appropriate action(s) is made
- Parties to the Case are informed of the Decision**

Disciplinary Action
- No violation was found
- Not enough information to proceed with investigation

Unsubstantiated
- Parties determine alternate action(s) are preferable

Informal Resolution
*Questions or Requests for additional information throughout the process will be added to EthicsPoint. Please use your Report Key and Password to check back regularly for questions or requests! This is especially important if the Report was filed anonymously and EthicsPoint is the only way for the responding persons to communicate with the Reporter.

**If the Reporter was not a party (Complainant or Respondent) to the Case, they may not receive information regarding the final disposition due to privacy concerns and/or requirements.