

Form letter 3: To funding agency

[letterhead of the journal editorial office or the editor's general contact information]

[date]

[title of article, date of publication]

[agency address
name or title of agency officer]

Dear [officer],

Concern has been raised about the research reported in the article listed above, for which your agency provided (at least partial) funding. [IF APPROPRIATE ADD: Your agency also has promulgated its own ethical guidelines which may also be implicated.]

[The substance of the complaint is that {description}, which if true, would violate our publishing policies. {and your own guidelines}]

OR

[Attached you will find a copy of the communication which raises the concern noted.]

I have separately written to the author in question and the institution at which the author is resident and have asked for a timely and substantive response to the allegations.

[To date no such response has been forthcoming.]

OR

[I have received a response from the author and/or institution [the substance of which is _____/ OR a copy of which is enclosed].

As your agency has had significant involvement with the underlying research, I believe it would be appropriate if your agency would initiate the appropriate investigation, and to keep me informed of your progress. The journal may revise the publication record, based on the results of your investigation and my editorial judgment.

Sincerely yours,

[editor name]

[editor-in-chief]

Copy: [author] [institution]