**Suspected Fraud & Irregularities Report Form**

**Section 1: Reporter Information**

|  |  |
| --- | --- |
| Name:  |  |
| Contact Information:  |  |
| Email:  |  |
| Phone Number:  |  |
| Relationship to the Erasmus+/ ESC Programme (e.g. lead applicant, partner, participant, staff, external observer etc):  |  |

**Section 2: Details of Suspected Fraud or Irregularity**

|  |  |
| --- | --- |
| Date of Incident(s):  |  |
| Location of Incident(s):  |  |
| Name(s) of Individual(s) or Organization(s) Involved:  |  |
| Description of Suspected Fraud or Irregularity: Please provide as much detail as possible, including what happened, how it happened, and any other relevant information.  |  |
| How did you become aware of this issue? (e.g., personal involvement, observation, third-party report)  |  |

**Section 3: Supporting Evidence**

Do you have any supporting evidence? (e.g., documents, emails, photos, videos)

|  |  |
| --- | --- |
| If yes, please describe and attach copies if possible.  |  |

**Section 4: Additional Information**

|  |  |
| --- | --- |
| Have you reported this issue to any other authority or organization? If yes, please provide details.  |  |
| Is there any other information you believe is relevant to this report?  |  |

**Section 5: Confidentiality and Anonymity**

Do you wish to remain anonymous?  Yes / No

(Note: While we strive to maintain confidentiality, providing your contact information may assist us in our investigation.)

**Declaration**

I declare that the information provided in this report is true to the best of my knowledge and belief.

**Signature:**  **Date:**

**Consent:**

**I consent to Léargas processing my personal data for the purpose of handling my report. Any personal information submitted will be handled in accordance with our GDPR policy and procedures**.

**Yes**

**No**

**Instructions for Submission:**

* Please complete this form to the best of your ability.
* Attach any supporting evidence to your submission.
* Submit the completed form and any attachments via email to fraud@leargas.ie