

**GRS INVESTIGATION REPORT TEMPLATE**  
**TITLE IX FACT-GATHERING ONLY REPORT**  
**(For incidents that allegedly occurred on or after August 1, 2024)**

## **INTRODUCTION**

On [Date], [Complainant Name] (“Complainant”) filed a formal complaint alleging that [Respondent Name] (“Respondent”) may have violated [Name of Institution] [Formal Name of Policy] (“Policy”) by engaging in [Type of harassment as identified in the Policy, e.g., sexual harassment, sexual assault]. On [Date], the parties were notified that [Your name] (“Investigator”) was asked to investigate this matter in accordance with [Name of Policy/Procedure].

## **PURPOSE OF THE INVESTIGATION**

The purpose of this investigation is to gather relevant evidence about the allegations, and identify undisputed facts and disputed facts, so that [decision maker] identified by [name of institution] may determine the facts of the matter, including whether the institution’s policy was violated. This investigation presents the information gathered but does not draw any conclusions regarding the information gathered.

## **ALLEGATIONS**

As stated in the [Notice of Investigation/Notice of Allegations]:

[State allegations exactly as they appear in the notice of allegations sent to the parties; when possible, cut-and-pasted from that notice and, where necessary, redact party names]

## **APPLICABLE POLICY**

The [Name of applicable Policy] provides in relevant part:

[Include the relevant policy definition, including corresponding section numbers or letters and definitions.]

## **PROCEDURAL HISTORY**

[This section must include the most important points in the procedural timeline, including the date the formal complaint was received and the notice of allegations was sent, how the report came to you, whether any supportive measures were put in place that impacted both parties (don’t include confidential information only applying to one party), when amended notices were sent, and any delays in the process and the reasons for the delay. Some investigators are required by institutional policy to include a more complete procedural history; in those cases, put the full history in a separate appendix]

EXAMPLE:

- On January 1, 2025, Complainant emailed the Title IX Coordinator a formal complaint.
- On January 5, 2025, the Title IX Coordinator emailed Notices of Allegations to the parties that included a directive to have no contact with the other party.
- On January 12, 2025, the Investigator was assigned to investigate the formal complaint.
- Between January 14, 2025 and February 12, 2025, the Investigator interviewed the parties and witnesses.
- On January 20, 2025, the Title IX Coordinator issued an amended Notice of Allegations to the parties based on information gathered during the Investigator’s interview with Complainant.
- On February 20, 2025, the Investigator submitted the evidence gathered in the investigation to the parties for inspection and review.
- On February 28, 2025, Respondent requested an extension to respond to the evidence based on a medical emergency; the Title IX Coordinator granted an extension for both parties to March 10, 2025.
- On March 1, 2025, Complainant provided her response to the evidence.
- On March 10, 2025, Respondent provided her response to the evidence.

## INVESTIGATION METHODOLOGY

The following interviews were conducted and materials gathered as part of this investigation.

### Interviews

#### Appendix A: Interviews

The investigation included interviews with the following people. Their interview [notes or summary or transcript, based on the institution’s process] are included at Appendix A.

Name	Interview Date(s)	Relationship to Investigation	Appendix
[Complainant] <sup>1</sup>		Complainant	A-1
[Respondent]		Respondent	A-2
[Witness 1]		Witness named by [Name]; [Add a few words about their relationship to the investigation].	A-3
[Witness 2]		Witness named by [Name]; [Add a few words about their relationship to the investigation].	A-4

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<sup>1</sup> Please review the redaction policy to determine whether to include the person’s full name in this chart or use a separate witness key.

[Witness 3]		Witness named by [Name]; [Add a few words about their relationship to the investigation].	A-5
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The Investigator did not decline to interview any witnesses offered by either the Complainant or Respondent.

**OR**

The following individuals were suggested, but not interviewed:

Name	Date(s) Contacted	Named as Witness by:	Reason Not Interviewed:
[Witness A]	[DATE]	[Examples: Complainant, Respondent, or Investigator]	Examples: Declined to participate, did not respond to invitation to interview, or no relevant information to offer.
[Witness B]			
[Witness C]			

Each person interviewed was provided an opportunity to review and respond to the interview [notes or summary or transcript] following the interview via a secure electronic file sharing system.

Any corrections or comments provided [have been incorporated into the text of their statements] and are attached to the party or witness's interview statement in Appendix A].

**Documents**

The following documentary evidence was gathered and reviewed during this investigation.

**Appendix B: Relevant Evidence**

Information considered relevant is information that might prove or disprove what is alleged.

Description of Item:	Provided By:	Appendix
Photograph purported to be of Complainant's nose, taken by Witness 2 on December 31, 2024, at 11:34 p.m.	Witness 2	B-1
Security camera footage from January 1, 2025, taken outside President's Hall from 12:05 a.m. to 1:35 a.m.	Campus Security	B-2 and via secure electronic

		file sharing system
Emails exchanged between Complainant and Respondent on January 6, 2025.	Complainant	B-3
		B-4

### Appendix C: Institutional Documents

Documentation from the institution relevant to the investigation:

Description of Item:	Provided By:	Appendix
Formal Complaint dated [Date]	Title IX Coordinator	D-1
Notice of [Allegations/Investigation] dated [Date]	Title IX Coordinator	D-2
No Contact Orders dated [Date]	Title IX Coordinator	D-3
[Name of Policy]	Title IX Coordinator	D-4

### Appendix D: Evidence Review Responses

[Include any language from the Policy about evidence review that helps the reader know what the parties had a right to and that those rights were granted by the Investigator; no need to go into significant detail if this is already covered in the Procedural History.]

Description of Item:	Provided By:	Appendix
Response to Evidence Review	[Name]	E-1
Response to Evidence Review	[Name]	E-2

### BACKGROUND

[Note: The purpose of this section is to identify undisputed information about the parties to help the reader understand how they met and the context where the discrimination, harassment, and violence may have occurred.

EXAMPLE:

Complainant stated she was a first-year student at the University on the incident date and was a member of the chess team. Respondent stated he was a third-year student at the University on the incident date and was captain of the chess team. The parties stated that they were teammates but did not socialize outside of practice and they were both attending a chess event at University on the incident date.

### SUMMARY OF EVIDENCE

[Note: This section requires the investigator to summarize any relevant **statements** and **evidence** of a party or witness. A party or witness will typically offer a relevant statement during an interview, but they may also provide (or fail to provide) relevant information through corroborating evidence, such as text messages, social media posts, emails, and video recordings. The goal is to integrate all relevant information provided by the party or witness into one place, so a decision-maker does not need to hunt for it. If a party or witness describes a piece of evidence, but doesn't provide it upon request, you should indicate that in the report.

This template provides two basic models for organizing the summary of evidence. Under the **first model**, the evidence is organized based on the person providing the evidence. The first approach is most appropriate for cases involving a single incident, such as sexual assault.

The **second model** is organized by allegation, rather than person. This approach is most appropriate for cases involving multiple allegations arising from different incidents.]

**Model One: Person-centered approach, single incident**

**Allegation:** [Insert exact allegation as it appears above]

**STATEMENT BY COMPLAINANT**

Complainant was [a student, alum, or if an employee, state their title]. Investigator interviewed Complainant on [date] [in-person or by videoconference (Zoom)].

**Relevant events before the incident**

Complainant stated she went to a New Year's Eve party on December 31, 2024, where she kissed Respondent. She stated they gave each other "consent" for this kiss by asking each other if they could kiss at midnight. She stated that she did not observe Respondent drinking alcohol during or after that party. She recalled taking a "selfie" of herself and Respondent kissing and informed the Investigator she would submit this photograph as evidence; however, this photograph was not provided during the investigation.

During her investigative interview, Complainant stated she drank ten shots of an unknown dark liquor during the party. She wrote in her response to the evidence file, however, that she drank five shots of whiskey on the night at issue.

In her response to the evidence file, Complainant submitted a video she stated she recorded on her iPhone during the party. She wrote the video depicts her taking "shots" of some kind of liquor with her friends. The video is incorporated by reference at Appendix B-1, p. 1.

**Relevant events during the incident**

Complainant stated she and Respondent went to Respondent's residence hall room after the New Year's Eve party at around midnight.

The Investigator obtained the parties' swipe card records from the University's public safety office from the night of December 31, 2024 to January 1, 2025. These records confirm that Complainant swiped her student identification card at 12:31 a.m. on January 1, 2025. See, Appendix B-2, p. 2.

Complainant stated that she said "no" when Respondent asked if they could have sex and pushed him away, but that she was too "wasted" to stop him. She stated they engaged in penile-vaginal sexual intercourse in Respondent's residence hall room.

### **Relevant events after the incident**

When asked what she did after intercourse ended, Complainant stated she went to the bathroom and threw up. She stated she was "too exhausted" to walk home, so she stayed the night in Respondent's bed. She said she woke up around 6 a.m. and texted her friend Witness 1 that Respondent had "raped" her.

Complainant submitted that text message as evidence. See, Appendix B-3, p. 4. In relevant part, the text message states:

- Complainant: You up?
- Witness 1: omg [Oh my God] what's up? so early
- Complainant: Remember [Respondent] from chess team?
- Witness 1: yea
- Complainant: idk [I don't know] what happened last night but like we got drunk and he took me to his place and then I said no but he totally raped me
- Witness 1: don't move im getting in my car rn [right now]

### **STATEMENT BY RESPONDENT**

Respondent was [a student, alum, or if an employee, state their title]. The investigator interviewed Respondent on [date] [in-person or by videoconference (Zoom)].

### **Relevant events before the incident**

Respondent stated...

### **Relevant events during the incident**

Respondent stated...

**Relevant events after the incident**

Respondent stated...

**WITNESS STATEMENT(S)**

Note: (Witnesses can be identified as either Witness 1, 2, 3, etc., or Witness A, B, C, etc.)

Witness was [a student, alum, or if an employee, state their title; also include if there is or was any relationship between the witness and any party]. Investigator interviewed Witness [initial/number] on [date] [in-person or by videoconference (Zoom)].

**Relevant events before the incident**

Witness [initial/number] stated...

**Relevant events during the incident**

Witness [initial/number] stated...

**Relevant events after the incident**

Witness [initial/number] stated...

***Model Two: Multiple allegations and incidents***

**Allegation #1:** [Insert exact allegation as it appears above]

**STATEMENT BY COMPLAINANT**

Complainant was [a student, alum, or if an employee, state their title]. The investigator interviewed Complainant on [date] [in-person or by videoconference (Zoom)].

**Relevant events before the incident**

Complainant stated...

**Relevant events during the incident**

Complainant stated...

**Relevant events after the incident**

Complainant stated...

### **STATEMENT BY RESPONDENT**

Respondent was [a student, alum, or if an employee, state their title]. The investigator interviewed Respondent on [date] [in-person or by videoconference (Zoom)].

#### **Relevant events before the incident**

Respondent stated...

#### **Relevant events during the incident**

Respondent stated...

#### **Relevant events after the incident**

Respondent stated...

### **WITNESS STATEMENT(S)**

Note: Be sure witnesses are identified as either Witness 1, 2, 3, etc., or Witness A, B, C, etc.)

Witness was [a student, alum, or if an employee, state their title; also include if there is or was any relationship between the witness and any party]. The investigator interviewed Witness [initial/number] on [date] [in-person or by videoconference (Zoom)].

#### **Relevant events before the incident**

Witness [initial/number] stated...

#### **Relevant events during the incident**

Witness [initial/number] stated...

#### **Relevant events after the incident**

Witness [initial/number] stated...

**Allegation #2:** [Insert exact allegation as it appears above]

[Repeat analysis as described above]



## REVIEW OF EVIDENCE

[The purpose of this section is to show significant or at least relevant additions, clarifications, and changes to a party's prior statements. There is no need to include a party's response verbatim; instead, highlight what has changed.]

Any information included in this section should also have been summarized above in the Summary of Evidence. In other words, the Review of Evidence section should not include information not also integrated into the body of the Summary of Evidence.]

### Complainant's Response

Example:

Investigator provided access to the preliminary investigative report and evidence file by a secure online platform on March 30, 2025. In accordance with the Policy, Complainant responded by email on April 5, 2025.

Complainant reiterated what she stated in her interviews and her belief that Respondent's conduct constituted sexual assault.

Regarding events before the incident, Complainant wrote in her response that she drank five shots of whiskey on the night at issue. Complainant also submitted a video that she wrote depicted her and other chess teammates drinking shots of whiskey during the New Year's Eve party. That photograph is incorporated by reference at Appendix B-4, p. 6.

Regarding the incident, Complainant wrote that when she said "no," she was referring specifically to Respondent asking if she wanted to have sexual intercourse.

### Respondent's Response

Example:

Investigator provided access to the preliminary investigative report and evidence file by a secure online platform on March 30, 2025. Respondent did not provide a response.

## UNDISPUTED AND DISPUTED FACTS

**Allegation #1:** [Insert exact allegation as it appears above]

Undisputed

[LIST VIA BULLET POINTS THE UNDISPUTED RELEVANT FACTS]

Disputed

[LIST VIA BULLET POINTS THE DISPUTED RELEVANT FACTS]

**Example:**

**Allegation #1: Respondent engaged in penile-vaginal sexual intercourse with Complainant on January 1, 2025 without consent**

Undisputed

- The parties were teammates on the chess team.
- The parties attended a chess event at College on December 31, 2024.
- The parties attended a New Year's Eve party at College on the night of December 31, 2024 to January 1, 2025.
- The parties gave each other consent to kiss at the New Year's Eve party.
- The parties went to Respondent's residence hall room after the New Year's Eve party.
- The parties engaged in penile-vaginal sexual intercourse in Respondent's residence hall room.

Disputed

- Whether the parties were intoxicated or incapacitated at any point on the night of December 31, 2024 to January 1, 2025.
  - Complainant stated she drank ten shots of an unknown dark liquor during the New Year's Eve party during her interview, but subsequently wrote in her response to the evidence file that she drank five shots of whiskey. She stated that she did not observe Respondent drinking alcohol during or after that party.
  - Respondent stated that he drank five cups of "Jungle Juice" at the New Year's Eve party and only observed Complainant drinking one cup of Jungle Juice and taking no shots.
- Whether Complainant gave affirmative consent to engage in penile-vaginal sexual intercourse in Respondent's residence hall room.
  - Complainant stated that she said "no" when Respondent asked if they could have sex and pushed him away, but that she was too "wasted" to stop him.
  - Respondent stated that he heard Complainant say "no" regarding engaging in oral sex upon him but did not hear her say "no" regarding penile-vaginal intercourse. Respondent stated that Complainant did not appear intoxicated before or during intercourse.

**END OF REPORT**