**CONFLICT OF I** **NTEREST MANAGEMENT PLAN**

**Involving Outside Entity**



**Date**:

|  |  |
| --- | --- |
| **Name and Dept**.: | **Outside Entity and Relationship**: |
| **Reviewer**: | **Oversight Manager**: |

**Member agrees to:**

1. **Safeguard the interests of students and staff.**
	1. Memberwill disclose, in writing, information about all actual, potential, and perceived conflicts of interest arising from their relationship with Outside Entity to all students and staff whom they supervise in the course of the Project.
	2. Member’srelationship with Outside Entity may not restrict publication or presentation of the results of the Project, except for the purpose of pre-publication review for a period consistent with University policy.
	3. Memberwill refrain from hiring students or staff whom they supervise or advise at the University as employees of Outside Entity without written pre-approval and oversight from the Department Chair or Dean.
	4. In their University role, Member will refrain from evaluating the performance of or making any changes in the employment status of any University staff or students they supervise or advise who also have an equity interest in Outside Entity without written pre-approval and oversight from the Department Chair or Dean.
	5. Memberwill ensure that their relationship with Outside Entity will not interfere with their student(s)’ ability to complete the graduation requirements of his/her program.
	6. Students and staff will be informed that they may bring their concerns about Member’srelationship with Outside Entity to an independent faculty contact.
2. **Ensure research integrity**.
	1. Member will conduct their research in a manner that ensures that the objectivity and impartiality of the results do not appear to have been influenced by their relationship with Outside Entity.
	2. Member will disclose to the Office of Research their relationship to Outside Entity at the time of submission of all research proposals, contracts or subcontracts that propose research, educational or outreach activities that, based upon the University Conflict of Interest Policy, would have an impact on Outside Entity.
	3. Member will submit invoices for payments to Outside Entity to the designated Oversight Manager for final approval. *(Use this statement when OUTSIDE ENTITY receives funds from the University.)*
3. **Protect intellectual property.**
	1. Member will disclose any intellectual property developed as required in the University’s Intellectual Property Policy to the Office of Technology Transfer.
	2. Member will refrain from participating in any licensing discussions between the University and Outside Entity except as they would in their normal faculty inventor role.
4. **Proper use of University property, facilities, and resources.**
	1. In the event that Member will be using University facilities or equipment for any activities with Outside Entity, they will enter into an agreement with the University for such use.
	2. Memberunderstands that they are also required to disclose outside activities to their department chair. This Memorandum for Proposed Outside Activities is separate from the Conflict of Interest disclosure that they has already made.

# Oversight Plan

1. NAME OF OVERSIGHT MANAGER has been designated as the Oversight Manager for this Management Plan.
2. Oversight Manager will ensure that Member has sent the required disclosure letters to affected students and staff within 60 days.
3. On an annual basis, Oversight Manager will review the Management Plan with Member to discuss progress and any changes to the Plan that may be needed.
4. Oversight Manager or his/her designee, will review all invoices from Outside Entity and provide final approval of payment to Outside Entity. *(If needed based on 3 (c).)*
5. Oversight Manager will review all proposals, contracts/subcontracts between the University and Outside Entity to ensure appropriateness of project with mission and interests of Department and University*. (Use this statement when sponsored research goes through outside entity to the University.)*

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Name of member Date