**UNIVERSITY OF IDAHO CONFLICT QUESTIONNAIRE AND**

**MANAGEMENT PLAN**

**Please Attach this to form fsh 6240A-disclosure of conflicts**

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| This form must be completed ONLY if a potential conflict of interest exists. For reference please see the policy in [FSH 6240](http://www.webpages.uidaho.edu/fsh/6240.html). This form and [Form 6240A](http://www.webpages.uidaho.edu/fsh/wordforms/6240Apdfform.pdf) provide for the necessary approvals and management as required by University of Idaho policies and State law. Contacts regarding questions of applicability include the Chair of the Ethics Committee or Research Office, 885-4989. |

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| EMPLOYEE INFORMATION |
| Name |  | **Disclosure**: [ ]  New or [ ]  Update |
| Department/Center/Division | Mail Code | College or Administrative Unit |
| **Classification**: [ ]  Faculty [ ]  Staff [ ]  Student Employee **Status**: [ ]  Full-Time or [ ]  Part-Time (indicate percent %) |
|  **For Faculty Only: Appointment Basis:** **[ ]** Calendar Year or [ ]  Academic Year |
| **POTENTIAL CONFLICT SITUATION QUESTIONNAIRE** |
| ANSWER ALL THAT APPLY, IF YOU THINK A QUESTION IS NOT APPLICABLE, SO INDICATE WITH ‘NA’ Section 1. General Information |
| **Yes** | **No** | **Answer the following questions to the best of your knowledge:** |
| [ ]  | [ ]  | Does this conflict situation includetechnology transfer activities through private enterprise involvement, including start-up companies? |
| [ ]  | [ ]  | Will the proposed activity include use of facilities, equipment, land, or other resources be used for this activity more than DE MINIMIS use? If yes, attach a copy of the UI Service Center rate approval (FSH 3260, C-3) or the sponsored research agreement (OSP). In order to use UI resources you will need to have a written agreement with the University.  |
| [ ]  | [ ]  | If you intend to use University resources, are any of the University resources, including any service centers, under your, or a member of your household’s control? If yes, please explain:  |
| [ ]  | [ ]  | Do you intend to perform activities that involve clinical Trials of human subjects or other human subject research which requires the review of the full Institutional Review Board? |
| [ ]  | [ ]  | Will any graduate or undergraduate students or employees whom you supervise be involved in the activity, or in academic work related to the activity? If yes, please explain: |
| [ ]  | [ ]  | Will the activity comply with and not interfere with state and/or federal research projects underway in your lab? If no, or if you are unsure, please explain: | [ ]  | Do you intend to perform activities that involve clinical Trials of human subjects or other human subject research which requires the review of the full Institutional Review Board? |
| Section 2. Outside Entity Information |
| [ ]  | [ ]  | Will you be working with an outside entity? If yes, please provide entity name and address. |
| [ ]  | [ ]  | Is this entity engaged in a current or prospective sponsored research agreement for which you are an investigator? If yes, provide Office of Sponsored Programs (OSP) proposal number. |
| [ ]  | [ ]  | Is the entity owned by a UI employee wholly or in part? If so, please provide names of owners: |
| [ ]  | [ ]  | Do you or any person who is a related individual to you (see [FSH 6241](http://www.webpages.uidaho.edu/fsh/6241.htm) for definition of related individual) hold a manager, officer, trustee, or employee position with this outside entity? If yes, please specify: |
| Section 3. Financial Disclosure Information  |
| Annual income from the outside activity for you and/or a related individual is: [ ]  None [ ]  less than $10,000 [ ]  $10,000 or more |
|  Basis for payments or gratuities to you or a member of your family (please check all that apply): |
|  [ ]  Participation as an employee [ ]  Writing commissioned papers or reports |
|  [ ]  Consulting or occasional lecturing [ ]  Gift |
|  [ ]  Service on Advisory or Director’s Board [ ]  Income related to royalties on patents and copyrights |
|  [ ]  Other (explain): |
|  |
| If you or a person who is a related individual to you has an ownership interest in the outside entity, indicate the value of such ownership interest:  [ ]  None [ ]  less than $10,000 [ ]  $10,000 or more |
|  Nature of ownership: [ ]  Equity Interest [ ]  Partnership [ ]  Other (explain): |
|  Percentage of ownership: [ ]  less than 3% [ ]  3% or greaterPlease proceed to the next page to draft the management plan. |
| MANAGEMENT PLAN |
| INSTRUCTIONS FOR DRAFTING MANAGEMENT PLAN |
| The steps below are to be taken prior to submitting the management plan.In consultation with your department chair/director or dean, identify the potential conflict(s) and discuss the available actions that may be taken to manage the situation to avoid a conflict or appearance of a conflict.1. Review each section below, complete every section that is applicable, if a section is not applicable delete the section from the text. Sequentially number each remaining section of the management plan.
2. Dependent upon the action(s) chosen, additional information may be required to be attached to this plan, such as an equipment lease with the University. If scientific or administrative oversight is required by someone other than the department chair or director, identify such individuals and obtain their signatures indicating their willingness to provide the appropriate oversight.
3. Explain any oversight mechanism in enough detail to allow the Committee on Ethical Guidance & Oversight to ascertain that the mechanism is sufficient to mitigate the potential or apparent conflicts of interest or commitment.
4. Remember that you must file an update and modify the Management Plan in the event circumstances change that would either alter the potential conflict or the action plan.

Upon review of the submitted forms, the Committee on Ethical Guidance & Oversight may require additional actions to manage and mitigate the potential conflicts of interest. There may be some outside activities for which no adequate oversight mechanisms can be provided. In such cases, the employee may be asked to modify the proposed activities in order to mitigate the potential conflicts of interest or to forfeit the activity entirely.  |

**General Description of Conflict Activity:**

*Describe the proposed outside activity, your role in that activity, delineation of the difference between your University employment role and the outside activity and identification of the potential areas of conflict.*

 **Human Subjects Protections**

*Describe how the influence of the conflict of interest will be minimized for participants to ensure their safety. Common strategies include formal disclosure during consent and restrictions on the conflicted investigators ability to contact, recruit and/or consent study subjects*

**Personnel**

*Describe how University personnel involved in the related University conduct will be made aware of the outside activity that creates the potential for conflict*.

**Students, Post Docs and Other Trainees**

*All Management Plans for faculty members must include this section. Indicate how the proposed activity relates to the faculty member’s duties with respect to students and other trainees (e.g. post docs, lab technicians) how those duties will be shielded so as not to be affected by the activity. Activities that relate to students or trainees may involve required identification of an advocate, such as the graduate student program director, dissertation committee chair or other senior, financially disinterested faculty member or administrator, who would be available to the student/trainee if the student/trainee believes that the faculty member’s involvement in the outside activity is in any way adversely affects the student or trainee’s progress within the University.*

**Intellectual Property**

*Describe any anticipated opportunities for development of intellectual property. Inventorship and ownership of any new intellectual property arising from this project will be determined in accordance with University policy.*

**Publications**

*Indicate the possibility for publication or reports related to the activity. Appropriate disclosure of employee’s interest in or relation to an outside entity shall be made in all publications and reports.*

**Departmental and Financial Oversight *(used at times to ensure conflicted investigator does not have sole control of finances)***

*Describe how financial oversight will be implemented to ensure that employee does not have control of University finances as they relate to the outside activity.*

**Project Oversight** ***(used at times when companies have direct financial ties to the investigator and/or URI, e.g., start up companies)***

*For any project sponsored in part by the identified outside entity, a principal investigator other than the conflicted employee must be identified. The identified principal investigator will oversee all aspects of the conduct of any project sponsored in part by the outside entity. The selected principal investigator shall have no financial relationship with the outside entity.*

**Use of University Resources**

*Indicate whether any University resources (equipment, lab space, etc.) will be used, and if it will be used, attached written agreement (lab rental space, equipment rental agreement) that will be entered with University upon execution of this Management Plan. If you will be using University resources, contact the office of the Associate Vice President for Research to obtain the necessary University agreements.*

**Special Circumstances**

*Use this section to describe management plan activities that do not fall within any of the above categories.*

***The Following General Terms must be Included in all Management Plans Unless Removed by the Committee***

**Term of Management Plan**: This Management Plan is effective upon execution by all parties and will remain in effect until circumstances change and documented that dictate otherwise, and approved consistent with FSH 6240.

**Avoidance of Contractual Conflicts:** Employee agrees not to participate on behalf of either party in any negotiations concerning agreements between the University, any entity affiliated with the University and the outside entity, except to provide information concerning employee’s activities at the University in connection with the proposed agreement.

**No Competition with University:** The outside entity shall not accept any research contracts and/or grants that may otherwise have been accepted by the University.

**Confidentiality of Information:** Employee will not disclose or provide any University information or work product, including research results not available to the general public, to the outside entity except under the terms of an appropriate written agreement between the entity and the University.

**No Use of University of Idaho Name:** Employee may not use any name, mark or other identifying insignia of the University of Idaho in connection with employee’s outside activity without the express written permission of the following designated University official: (Committee to insert name).