**UNIVERSITY OF WYOMING**

 *FINANCIAL INTEREST and CONFLICT OF COMMITMENT DISCLOSURE FORM*

 *(applicable to all sponsored project proposals)*

Faculty/Staff Name:

Department/Unit:

College:

Proposal title:

Proposal submitted to (agency):

**I am disclosing the following significant financial interests (check all that apply) and attaching supporting documentation (in an envelope marked confidential) that identifies the business enterprise or entity involved and the nature and amount of the interest:**

("Significant financial interests" are defined as interests valued at greater than $5,000 or an equity or ownership interest held by an investigator and/or the investigator's spouse or dependent children.)

 [ ]  Salary or other payment for services (e.g., consulting fees, honoraria, or paid authorship).

 [ ]  Equity interests (e.g., stocks, stock options, or other ownership interests).

 [ ]  Intellectual property rights (e.g., patents, copyrights, and royalties from such rights).

[ ]  Other significant financial interest of the investigator that possibly could affect or be perceived to affect the results of the research or educational activities funded or proposed for funding.

**I am disclosing the following non-financial interests (check all that apply) and attaching supporting documentation (in an envelope marked confidential) that identifies the business enterprise or entity involved and the nature of the interest:**

 [ ]  The use of University facilities or equipment.

 [ ]  The negotiation of research agreements and license agreements.

[ ]  A possible conflict with respect to the particular conduct of research (e.g. the care of patients, the protection of human research subjects, and the treatment of students and faculty colleagues).

**I am disclosing the following conflict of commitments (check all that apply) and attaching supporting documentation (in an envelope marked confidential) that identifies the business enterprise or entity involved and the nature of the commitment:**

**[ ]** Consultations.

 [ ]  Other outside business activities.

**Further I agree:**

 • For significant financial interests, to update this disclosure during the pendency of the award, both on an annual basis and within 30 days of discovering or acquiring a new reportable significant financial interest.

 • To cooperate in the development of a management plan.

 • To comply with any conditions or restrictions imposed by the University to manage, reduce or eliminate actual or potential conflicts of interest and/or commitment or forfeit the award.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Review of this disclosure will be conducted by an ad hoc committee comprised of one administrator from the Office of Research and Economic Development and two senior faculty members to determine if the conflict can be managed, reduced or eliminated.

Please call the Office of Research and Economic Development for further information (766-5320).

**UNIVERSITY OF WYOMING**

 *FINANCIAL INTEREST and CONFLICT OF COMMITMENT DISCLOSURE*

 *(applicable to all sponsored project proposals)*

**For the University of Wyoming Policy on Conflicts of Interest and Commitment in Research please see:** <http://www.uwyo.edu/research/compliance/conflict%20of%20interest/conflict-of-interest.html>

**What is required?**

 Federal regulations require institutions to have policies and procedures in place that ensure that investigators disclose any significant financial interest that may present an actual or potential conflict of interest in relationship to externally sponsored projects. Such disclosures must be made **prior to the submission of a proposal** for funding1 and institutions must develop specific mechanisms by which conflicts of interest will be satisfactorily managed, reduced, or eliminated prior to award or acceptance of an award.

 The University Policy on Conflicts of Interest and Commitment in Research also requires that University researchers disclose relevant information on potential conflicts of interest and conflicts of commitment. If funding is involved, such disclosures must be made **prior to the submission of a proposal** for funding. The policy outlines specific mechanisms by which conflicts of interest and/or commitment will be satisfactorily managed, reduced, or eliminated.

1 If a new reportable significant conflict of interest arises at any time during the period after the submission of the proposal through the period of the award, the filing of a disclosure within 30 days of discovering or acquiring the significant financial interest is also required.

**Who is covered?**

 "Investigator" means the principal investigator/project director, co-principal investigators, and any other person at the University who is responsible for the design, conduct, or reporting of research or educational activities funded, or proposed for funding, by an external sponsor. In this context, the term "investigator" includes the investigator's spouse and dependent children.

**What must be disclosed?**

 Each investigator shall disclose all:

1. *Significant financial interests* that could directly and significantly affect the design, conduct, or reporting of the research.
2. *Significant financial interests* that would reasonably appear to be related to the investigator’s responsibilities as an employee of the University.
3. *Non-financial interests* that could affect the individual's conduct in relation to the individual’s research activities.
4. *Commitments* that could interfere with the individual’s primary obligations to the university.

**What is covered?**

 "**Significant financial interests"** means anything of monetary value exceeding interests valued at greater than $5,000 or an equity or ownership interest held by an investigator and/or the investigator's spouse or dependent children, including, but not limited to, salary or other payments for services (e.g., consulting fees, honoraria, paid authorship); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).

 "**Non-financial interests"** means interests with respect to matters with non-financial implications, such as decisions about the use of university equipment and facilities and the negotiation of research agreements and license agreements or interests that may exist with respect to the particular conduct of research, the care of patients, the protection of human research subjects, and the treatment of students and faculty colleagues.

 "**Commitments"** means the rendering of professional services that are not part of the individual’s duties to the university.

**Disclosure Procedures**

University researchers, both faculty and staff must, in a timely manner, make full disclosure of relevant information on potential conflicts of commitment and/or interest prior to the submission of a research proposal for funding using the University of Wyoming Financial Interest and Conflict of Commitment Disclosure Form. The completed form must be submitted with the proposal and greensheet to the Office of Research and Economic Development. Supporting documentation should be submitted in a sealed envelope marked *confidential*.

If you have any questions, please call the Office of Research and Economic Development (766-5320).