

## CONFLICT OF INTEREST DISCLOSURES

*The following examples are intended to illustrate the reporting requirements of OSU's Conflict of Interest Policy. They are keyed to the disclosure form. Inquiries should be directed to the appropriate administrator. NOTE: Only the information provided in the disclosure will be used in making conflict of interest determinations.*

1. Do you have an interest in an entity or activity that...

(a) does business with the University in an area in which you make spending decisions?

**Example A1.** The director of a research unit intends to purchase a large piece of equipment. There are several possible vendors. One vendor is a small company owned by the director. *Purchasing decision reasonably appears affected by outside interest—disclosure is required.*

**Example A2.** Same facts as above, but vendor is a large, multinational corporation in which director owns shares of stock worth less than \$10,000. *Outside interest may profit from University activities, but interest is not significant—disclosure is not required.*

(b) profits from the sale of course material (coursepacks, software, etc.) or other goods or services to students whom you teach or evaluate?

**Example B1.** A faculty member has created a custom software package that provides interactive tutoring specifically designed for his/her calculus course. The faculty member invites all 500 students in the calculus class to purchase the package at a per-unit markup of \$20. *Outside interest profits from University activities—disclosure is required. Additionally, activity may implicate state law prohibition against private profit from public employment, and University policy regarding sale of course materials to students.*

**Example B2.** An accounting faculty member works each summer for a private corporation that offers test-prepared courses to students planning to take the CPA exam. *Outside interest related to University activities, but neither affected by the other—disclosure is not required.*

(c) employs University faculty, staff or students who you directly supervise or evaluate in that employment and also supervise or evaluate at the University.

**Example C1.** The husband of a faculty member in Engineering owns a small research company and wishes to hire graduate students whose thesis research the faculty member supervises. *Student evaluated by faculty member is directly supervised in private concern by spouse—disclosure is required.*

**Example C2.** A faculty member in the Department of History is the director of a bank. Some of the bank's employees are students; some are students of the faculty member; but none are directly supervised in their employment by the faculty member. *Interest employs faculty member's students, but faculty member does not supervise them—disclosure is not required.*

(d) sponsors a project at the University over which you have any degree of control?

**Example D1.** A faculty member is employed as a consultant by a corporation that makes computer chips and is also the principal investigator on a University research project funded by the corporation. *Interest profits from faculty member's University duties—disclosure is required.*

(e) profits from research you do at the University?

**Example E1.** A faculty member works as a private consultant for a biotechnology company on projects related to his/her University research program. During the past year he/she earned more than \$10,000 in consultant fees. In addition, he/she has submitted a grant application to NIH for support of a research project related to the business interests of the company. *Outside interest may profit from research activities—disclosure is required.*

(f) competes with the University for project funding in the area of your University duties.

**Example F1.** Through a contract between his/her department and a state agency, a faculty member provides training to state agency workers. The following year, the faculty member offers to contract personally with the agency to provide the same training. *Faculty member competes with the University for project funding—disclosure is required.*

(g) uses University-owned intellectual property, or University equipment or facilities.

**Example G1.** Faculty member provides information on his/her private consulting service on his/her University website. *Interest profits from use of University facilities—disclosure is required. Additionally, state law prohibiting private use of public property may be implicated.*

**OKLAHOMA STATE UNIVERSITY  
CONFLICTS OF INTEREST REPORTING FORM**

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Name

Department

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The information you provide is confidential and will be used only as required to report and manage conflicts of interest as described in OSU Policy and Procedures 4-0130. Return this form directly to the appropriate administrator. *Only the information provided in the disclosure will be used in making conflict of interest determinations.*

1. Do you have an interest in an entity or activity that....

a. does business with the University in an area in which you make spending decisions?

Yes       No

b. profits from the sale of course material (coursepacks, software, etc.) or other goods or services to students whom you teach or evaluate?

Yes       No

c. employs University faculty, staff or students who you directly supervise or evaluate both in that employment and at the University?

Yes       No

d. sponsors a project at the University over which you have any degree of control?

Yes       No

e. profits from research you do at the University?

Yes       No

f. competes with the University for project funding?

Yes       No

g. uses University-owned intellectual property, or University equipment or facilities?

Yes       No

2. Other than those covered in Question 1, do you have an interest in any entity or activity that could reasonably appear to affect, or be affected by, the exercise of your University responsibilities?

Yes       No

3. Do you have any interests reported in Questions 1 or 2 that are not already subject to a conflict management plan? (Leave blank if no interests reported.)

All interests are subject to an existing conflict of interest management plan.

At least one interest is not subject to an existing conflict of interest management plan.

If you had no interests to report, or if the interests reported are already subject to a conflict of interest management plan, skip Questions 4 and 5, sign below, and return this form to the appropriate administrator. Otherwise, please complete Questions 4 and 5 before signing. *A "Yes" to Questions 1 or 2 does not mean that a conflict exists, but you may be asked to provide further information about the activity.*

4. Continuing on a separate sheet if necessary, please describe:

a. The nature of the entity or activity (type and name of businesses, etc.):

b. Your relationship to the entity or activity (including your position or title, if any):

c. The *nature* of your interest (ownership, salary, equity interest, etc.) and its *extent* (full ownership, salary in excess of \$10,000, etc.):

d. The nature of the potential conflict:

5. Does the interest or your related University responsibility involve receipt of federal funding?

Yes

No

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I have read and understood the Oklahoma State University Financial Conflict of Interest Policy and declare that I have used all reasonable diligence in preparing this disclosure statement, which to the best of my knowledge is true, accurate, and complete. I understand that under the Policy I have a responsibility to update the above information throughout the coming year if my circumstances change.

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Signature

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Date