



UNIVERSITY OF ARKANSAS®

This document is only to be used for informational purposes only. Please use this to know what questions will be asked prior to submitting the form within Workday. Paper versions of this document will not be accepted as appropriate submittal.

Conflict of Interest - UAF

Disclosure and Management of Potential Conflicts of Interest and/or Commitment

Per [Fayetteville Policies and Procedures 404.0](#), each employee is required to complete an annual Conflict of Interest (COI) form each fall. Newly hired employees are required to complete a COI form within two weeks of hire. Should a conflict arise after completion of this annual form, please create a new COI form within 30 days. Completing this form also helps the University comply with federal requirements.

A **conflict of interest** (or a perceived conflict of interest) may arise when a faculty or staff member is or may be in a position to influence the University's business activity, externally or internally funded research, or other decisions in ways that could result in personal or professional gain for that individual, or for others closely associated with that individual or interfere with objective generation or dissemination of knowledge.

A **conflict of commitment** (or a perceived conflict of commitment) may arise when a faculty or staff member devotes time and effort to outside activities in a way that competes with the employee's obligations to the University.

Situations requiring disclosure include, but are not limited to, consulting, externally reimbursed travel, forming a start-up company, managing roles with outside entities, intellectual property and consulting, requiring course materials developed by the instructor, contracting with employees and family members, working at another institution as an instructor or researcher, affiliations with foreign entities and programs, nepotism, personal relationships, and gifts to University employees.

If you are uncertain about whether a situation requires disclosure as a potential conflict of interest or commitment, please consult Policy [404.0](#), your supervisor, the Research Integrity and Compliance office, and/or the Technology Ventures office. Similarly, if you believe a conflict exists, you can speak with these parties before completing the form to discuss the conflict and whether or not a conflict management plan will be required.

For more information related to reporting Conflicts of Interest please review [Fayetteville Policies and Procedures 404.0](#) and the [Office of Research Integrity and Compliance website](#). If you have any questions, please email uarkcoi@uark.edu.

1. Are you planning to conduct research, engage in creative activity, teach a course, provide compensated services related to teaching or research, or accept any other appointment at another institution, whether foreign or domestic? (includes summer employment for 9-month faculty) (Required)
 - a. Yes
 - b. No

2. Please indicate if you have a potential conflict of interest or commitment to disclose. (Required)
 - a. Yes, I have a potential conflict of interest/commitment and have read the campus policy on conflict of interest and commitment. I understand that I may have to attach or provide an explanation that discloses the nature of each potential conflict of interest/commitment or appearance thereof at the end of this questionnaire and how the actual, or potential, conflict will be managed.
 - b. No, I do not have a conflict of interest/commitment and have none to disclose, and I understand the campus policy on conflict of interest and commitment.

3. Do you have a personal relationship with another employee or a student within your administrative unit or program covered by [FFP 404.0VII K or L](#)? (Required)
 - a. Yes, I understand that I will need to provide information related to the name of the individual(s) and how to mitigate any known or perceived conflict of interest or commitment at the end of this questionnaire.
 - b. No

4. Do you serve as an officer, manager, or director in a company or other entity, or have a fiduciary role with such an entity? (Required)
 - a. Yes
 - b. No

5. Are you in the process of or scheduled to give an invited talk or lecture for which you will receive an honorarium or other form of compensation, not including reimbursement of direct travel costs? (Required)
 - a. Yes
 - b. No

6. Are you being reimbursed for external travel in excess of \$5000 in aggregate from a single, nonexempt sponsor in a calendar year (January 1 – December 31)? [See Appendix F - Disclosure of Externally Reimbursed Travel](#). (Required)
 - a. Yes, I understand that I will need to attach a copy of Appendix F-Disclosure of Externally Reimbursed Travel at the end of this questionnaire.
 - b. No

7. Do you have any ownership or financial interest in an entity that seeks to do business with the university or any affiliated or supporting entity, including university-related foundations and the Alumni Association? (Required)

- a. Yes
 - b. No
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8. Do you receive direct or indirect financial benefit from the sale of course materials (textbooks, software, etc.) or other goods or services to students who you teach or evaluate? Note: if you check yes, you must describe the disposition of payments, revenue, or royalties from the sale of these materials. These must be paid to a unit not directly related to or associated with the faculty member. See [Academic Policy Series 1550.30](#). (Required)

- a. Yes
 - b. No
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9. Do you or a family member have any other significant financial interests that reasonably appear to be related to your university responsibilities, as defined in [FPP 404.0](#)?

For researchers conducting Public Health Service-funded research, the approximate value of significant financial interests must be furnished (dollar ranges are permissible: \$0–\$4,999; \$5,000–\$9,999; \$10,000–\$19,999; amounts between \$20,000–\$100,000 by increments of \$20,000; amounts above \$100,000 by increments of \$50,000), or a statement that the interest is one whose value cannot be readily determined through reference to public prices or other reasonable measures of fair market value. For others, valuation information may be requested as necessary to assess matters related to any potential conflict of interest or commitment or University compliance obligations. Note that a Conflict Management Plan (CMP) may be required. (Required)

- a. Yes
 - b. No
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10. Do you or any entity that you are affiliated with receive any research funding or financial/in-kind support from any foreign entity, or furnish research or services to such an entity? (Required)

- a. Yes
 - b. No
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11. Are you engaging in any scientific collaborations with foreign persons or entities in connection with federally-funded research? (Required)

- a. Yes
 - b. No
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12. Do you participate in any foreign talent recruitment programs? (Required)

- a. Yes
 - b. No
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13. Do you have any other circumstances that present an actual or potential conflict of interest or commitment or the appearance thereof (*e.g. contractual/financial relationships; organizational obligations; consulting arrangements; supervising or contracting with family members; etc.*)? (Required)

- a. Yes

b. No

14. A Conflict Management Plan (CMP) is required for some situations where a potential, apparent, or actual conflict exists. If you know that you will need to attach a CMP, please attach the document here. If you have been asked by a reviewer, such as a departmental chair or supervisor, to attach a CMP, please do so here. If you believe no conflict management plan is necessary, please attach a detailed explanation. Responding “not applicable” alone is not sufficient.

a. Attachment(s) allowed

15. Please provide any additional information for disclosure, as necessary. If you answered yes to any question above, please provide more information here. Please identify any potential, apparent, or actual conflict and how it will be managed to avoid a conflict of interest.

a. Open Text Box

16. Are you planning to or are you engaged in any outside employment (paid compensation)? (Required)

a. Yes (once COI/COC form is submitted, a yes answer here will cause a to do for Outside Employment)

b. No