

Updated: *July 7, 2012*

Name of link: *What to include8*

*Reminder:* A conflict may have negative impacts on you or others and you may have taken steps to reduce any negative impact. We call this a management plan. Below are some ideas, please include any others that you do.

Please do not use acronyms - please spell out in full.

- Explain when and where you routinely disclose your volunteer work. Include how you make sure students and graduate students are informed, when needed.
- If your volunteer work is in any way tied to the outcome of your research, explain how you have altered your research plan to remove any real or perceived influence, for example, an oversight committee.
- If your volunteer work is tied in any way to the outcome of your research, and the research involves human participants, explain how you protect the participants from any real or perceived influence.
- If any intellectual property might arise from your volunteer work, explain how you ensure that it is clear who the property will belong to. For example, does your contract cover this issue and how.
- If you are signing contracts for any of the volunteer work, explain how you get legal advice to make sure the contracts do not put you at odds with UBC.
- If you are offered gifts or small payments of any kind, explain what you do with them, for example, decline them.