

Emailed Jan 9th, 2014

To All Heads of Academic Units

Re: On Behalf of Hubert Lai - Appointing Designates to review conflict of interest declarations in the RISE database

The RISE database allows faculty members to complete their conflict of interest declarations online and then have these declarations reviewed and approved by the head of their academic unit. In RISE, this academic head is called an "initial reviewer." The RISE database also allows these same reviewers to appoint a designate to review and approve declarations on their behalf and many of you have done so. UBC's policy on conflict of interest and conflict of commitment (#97) was revised in March 2005 and again in February 2012.

An initial reviewer is defined as including, in addition to the academic head of unit, any person designated in writing as the head's delegate to review and approve conflict of interest declarations. "In writing" includes an email to RISE staff or to me as UBC's Conflict of Interest Administrator. When next you do delegate someone, please ensure that you save these emails in case future concerns arise.

If you have any questions about this directive, or any part of UBC's conflict of interest and conflict of commitment policy or the RISE database, please call or email me.

Christine Hjorleifson

Conflict of Interest Administrator
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The University of British Columbia
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