

Conflict of Interest and Conflict of Commitment Declaration	Links in this column
<p>Your Name:</p>	
<p>The Purpose of this declaration This Declaration is designed to enable you to comply with your disclosure obligations under Policy 97 (Conflict of Interest/Commitment). You are encouraged to read the Policy before completing this Declaration. In general terms, you must disclose any facts and circumstances that a reasonable but skeptical person who does not know all the facts would regard as creating an actual, potential or perceived conflict of interest or of commitment. Conflict of interest means a situation in which you or your Related Party(ies), has a personal interest that conflicts or could conflict with your obligations to the University or to anyone within the University to whom you owe an obligation such as students, graduate students whom you supervise, postdoctoral fellows and your professional colleagues. Potential conflicts may arise from activities that are integral to your career that may be of considerable benefit to the University. The key is to make a clear and complete declaration and to take carefully considered and appropriate steps (for convenience, we call this a management plan) to ensure that any possible negative consequences of the conflict are avoided or limited. The nature of these steps will vary with the circumstances that give rise to the conflict.</p> <p>Confidentiality of information disclosed The information disclosed in your Declaration is confidential and will be disclosed only to those who are responsible to the University for its review, management and administration. All of these people are subject to obligations of confidentiality. The information may also be disclosed to funding agencies; and otherwise only if and to the extent permitted or required by a judicial, administrative or other legal process.</p>	<p>What's a related party1</p> <p>More about conflict of interest</p>
<p>About You</p>	
<p>1. (Y/N) In the last year have you had or in the next year do you expect to have a financial interest in any entity (e.g. a company, partnership or non-profit corporation) that is engaged in an area related to your work at UBC?</p> <p><i>(If yes, 2 spaces open)</i> Please add details here. For a reminder of what to include, see link at right. <i>(Space here for details)</i> A conflict may have negative impacts on you or others and you may have taken steps to reduce any negative impact. If you have, please give details below. For a reminder of what to include, see link at right.</p>	<p>What to include3</p> <p>What to include4</p>

<p><i>(Space here for details)</i></p>	
<p>2. (Y/N) In the last year have you engaged in or in the next year do you expect to engage in any activity outside the University (for example, by way of illustration only, the operation of a business, teaching, providing consulting or advisory services) that involves the same specialized skill and knowledge that you use in your work at UBC?</p> <p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	<p>What to include5 What to include6</p>
<p>3. (Y/N) In the last year have you or next year do you expect to volunteer as an unpaid director, officer, or advisor of any entity, or otherwise provide it with the benefit of the same specialized skill and knowledge that you use in your work at the University?</p> <p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	<p>What to include7 What to include8</p>
<p>4. (Y/N) Are you a full-time member of faculty? <i>If answer Yes, these questions show:</i> During the last year:</p> <ul style="list-style-type: none"> • (Y/N) did you cumulatively devote more than 52 days (including weekends, evenings and vacations) to professional activities outside the University? • (Y/N) were you absent from UBC for more than 30 consecutive days on professional activities outside the University? <i>(If yes to either of the two parts, space opens here)</i> <p>Please add details here.</p> <p>During the next year, do you expect that:</p> <ul style="list-style-type: none"> • (Y/N) you will devote more than 52 days (including weekends, evenings and vacations) to professional activities outside the University? • (Y/N) you will be absent from UBC for more than 30 consecutive days on professional activities outside the University? <i>(If yes to either of the two parts, space opens here)</i> <p>Please add details here.</p>	<p>Who is a faculty member</p> <p>Definition of Outside Professional Activities</p> <p>Definition of Outside Professional Activities</p>
<p>5. (Y/N) If as part of your work at the University, you teach or supervise students, graduate students or post-doctoral fellows, do you have an interest outside the University that might reasonably be considered to affect your ability to properly discharge your responsibilities to those you teach or supervise?</p>	<p>UBC's Policy on Scholarly Integrity</p> <p>What to include9</p>

<p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	<p>What to include10</p>
<p>6. (Y/N) In the last year have you had or in the next year do you expect to have a conflict of interest or commitment that has not been disclosed in any of the above questions?</p> <p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	<p>What to include11</p> <p>What to include12</p>
<p>About Others</p> <p>Under UBC’s Conflict of Interest and Conflict of Commitment policy, each of the following is considered a related party of yours:</p> <ul style="list-style-type: none"> A. your immediate family members, such as your spouse, partner, child, parent or sibling; and B. any other person who lives with you in your household; and C. anyone you share a financial interest with. <p>The questions that follow concern any person who falls into any of these three categories identified above. For convenience, they are referred to as a “related party”.</p>	
<p>7. (Y/N) In the last year did a related party have or do you expect that in the next year, a related party will have a financial interest in an entity (e.g. a company, partnership or non-profit corporation) that is engaged in an area related to your work at UBC?</p> <p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	<p>What’s a related party2</p> <p>What to include13</p> <p>What to include14</p>
<p>8. (Y/N) In the last year did you or next year, do you expect to:</p> <ul style="list-style-type: none"> a. teach a related party; b. supervise the academic program of a related party; or c. participate in decisions concerning the promotion or tenure of a related party? 	<p>What’s a related party2</p> <p>What to include15</p> <p>What to include16</p>

<p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	
<p>9. (Y/N) Is any related party paid for work at UBC?</p> <p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	<p>What's a related party2 What to include17 What to include18</p>
<p>10. (Y/N) In the last year did a related party have or do you expect that in the next year, a related party will have a conflict of interest that has not been disclosed in any of the above questions?</p> <p><i>(If yes, 2 spaces open and ask for details just as in question 1)</i></p>	<p>What's a related party2 What to include19 What to include20</p>
<p>What Else You Should Know</p> <p>All the information you provide here will help your reviewer (usually your department head) evaluate and approve your declaration. Your reviewer will consider the information you gave and if they have questions, they may follow-up with you. As soon as your declaration is approved by your reviewer, you will get an email saying so. As part of this declaration, you may have listed steps you take to reduce any negative impact of a conflict. When combined, these steps are called a management plan. You are encouraged to ask your reviewer (usually your department head), the Conflict of Interest Administrator, or UBC's Conflict of Interest Committee for help with any part of this declaration especially management plans. The Administrator's contact information is below and she can contact the committee on your behalf.</p> <p>UBC's Conflict of Interest Committee would like you to know that all declarations are subject to random audits. If you would like more information on how the random audits work, please contact the Conflict of Interest Administrator as below.</p>	
<p>If You Need Help</p> <ul style="list-style-type: none"> • With this form or conflict of interest or conflict of commitment questions, contact UBC's Conflict of Interest Administrator Tel: 604-822-8623 or email: conflict.of.interest@ubc.ca • If you are working in the RISE database and need help with it, contact the RISE help desk at 604-878-7473 and press 0 or email: risesupport@ors.ubc.ca 	