

COLLEGE OF WESTERN IDAHO CONFLICT OF INTEREST QUESTIONNAIRE & DISCLOSURE

Conflict of Interest – Any official action or any decision or recommendation by a person acting in a capacity as a public servant, the effect of which would be to the private pecuniary benefit of the person or a member of the person’s household, or a business with which the person or a member of the person’s household is associated (Related Parties). This form provides for the necessary due diligence in handling conflict of interest as required by College of Western Idaho policies, state, and federal law. Contacts regarding questions of applicability include the Grants Office and the Human Resources Department. Related policies: [HR-210](#), [HR-270](#), [HR-280](#)

EMPLOYEE INFORMATION	
Name	Disclosure: <input type="checkbox"/> New or <input type="checkbox"/> Update
Department/Center/Division	CWI Phone Number
Classification: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student Employee	Status: <input type="checkbox"/> Full-Time or <input type="checkbox"/> Part-Time (indicate percent %)

POTENTIAL CONFLICT SITUATION QUESTIONNAIRE

Section 1. General Information			
YES	NO	N/A	Answer the following questions to the best of your knowledge:
			Do you have additional employers? If so, you are required to notify your commitment to CWI and the other employers.
			Will any graduate or undergraduate students or employees whom you supervise be involved in any grant activities, or in academic work related to grant activities? If yes, please explain:
			Will the grant related activity overlap with any other state and/or federal projects underway? If yes, or if you are unsure, please explain:
			Will you receive any form of compensation from an outside entity (Government Agency, University, or Business, etc.)?
			a) If it is a business, is it owned by a CWI employee wholly or in part? If so, please provide names of owners:
			b) Do you or any related party hold a manager, officer, trustee, or employee position with this business? If yes, please specify:
			Will the proposed activity outside of your normal work include use of CWI facilities, equipment, land, or other resources beyond DE MINIMIS use?
			Did you or any related party travel, whether it was reimbursed or sponsored by any grant or third party? If yes, disclose the purpose, sponsor/organizer, destination, duration, and, if known, the monetary value:

Section 2: Financial Business Disclosure Information

Do you or your Related Parties have Financial Interests in any entity that reasonably appears related to your Institutional Responsibilities that: (1) exceed \$5,000; or (2) equal or exceed 5% ownership interest? (Note: This does not include income from investment vehicles, such as mutual funds and retirement accounts, provided these accounts are managed by a third party.)

Annual income from the outside activity for you and/or a Related Party is:

None less than \$5,000 \$5,000 or more

Basis for payments or gratuities to you or a member of your family (please check all that apply):

- Salary and other compensation as an employee
- Writing commissioned papers or reports
- Consulting or occasional lecturing
- Gift
- Service on Advisory or Director’s Board
- Income related to royalties on patents and copyrights
- Other (explain):

If you or a Related Party has an ownership interest in the outside entity, indicate the value of such ownership interest:

None less than \$5,000 \$5,000 or more
 Nature of ownership: Equity Interest Partnership Other (explain):
 Percentage of ownership: less than 3% 3% or greater

Section 3: Grant Compensation Disclosure

If you are receiving any grant compensation (CWI or External), please fill out the following information.

Institution	Awarding Agency	Grant Name (include year or phase if appropriate)	Dates of Work (mm/yy)	Total Hours	Direct Compensation Amount	Other Compensation (travel, release time, etc.)	Nature of Work:
Example: University of Idaho	NIH	INBRE YR 4	04/16 to 3/17	93	\$2,000	\$1,200	Mentoring, travel to conference

By signing here, you are certifying that the information that you provide in this form is accurate to the best of your knowledge as of the date of your signature, and you commit to providing an updated form to your supervisor annually or at any time a material change occurs in your compensation from outside employment.

Signed _____ Date _____

No conflict of interest identified Potential Conflict of Interest obtain further assistance from grants@cwidaho.cc

Supervisor Signature _____ Date _____

Forward this form to grants@cwidaho.cc

Conflict Exists (Requires Management Plan)

Grant Manager Date Received _____ Received by _____

Human Resources Date Received _____ Received by _____

Dean/Department Chair Date Received _____ Received by _____

INSTRUCTIONS FOR DRAFTING MANAGEMENT PLAN

Complete steps below prior to submitting the management plan.

1. In consultation with your department chair/director or dean, identify the potential conflict(s) and discuss the available actions that may be taken to manage the situation to avoid a conflict or appearance of a conflict.
2. Review each section below, complete every section that is applicable, and if a section is not applicable delete the section from the text. Sequentially number each remaining section of the management plan.
3. Dependent upon the action(s) chosen, additional information may be required to be attached to this plan, such as an equipment lease with the College. If scientific or administrative oversight is required by someone other than the department chair or director, identify such individuals and obtain their signatures indicating their willingness to provide the appropriate oversight.
4. Explain any oversight mechanism in enough detail so that reviewers can ascertain that the mechanism is sufficient to mitigate the potential or apparent conflicts of interest or commitment.
5. Remember that you must file an update and modify the Management Plan in the event circumstances change that would either alter the potential conflict or the action plan.

Upon review of the submitted forms, additional actions may be required to manage and mitigate the potential conflicts of interest. There may be some outside activities for which no adequate oversight mechanisms can be provided. In such cases, the employee may be asked to modify the proposed activities in order to mitigate the potential conflicts of interest or to forfeit the activity entirely.

MANAGEMENT PLAN

The Following General Terms must be included in all Management Plans

General Description of Conflict Activity: Describe the proposed outside activity, your role in that activity, delineation of the difference between your CWI employment role and the outside activity and identification of the potential areas of conflict.

Term of Management Plan: This Management Plan is effective upon execution by all parties and will remain in effect until circumstances change and documented that dictate otherwise, and approved consistent with conflict of interest policy.

Avoidance of Contractual Conflicts: Employee agrees not to participate on behalf of either party in any negotiations concerning agreements between the College and the outside entity, except to provide information concerning employee's activities at the College in connection with the proposed agreement.

No Competition with College: The outside entity shall not accept any research contracts and/or grants that may otherwise have been accepted by the College.

Confidentiality of Information: Employee will not disclose or provide any College information or work product, including research results not available to the general public, to the outside entity except under the terms of an appropriate written agreement between the entity and the College.

No Use of College of Western Idaho Name: Employee may not use any name, mark or other identifying insignia of the College of Western Idaho in connection with employee outside activity without the express written permission of the following designated College official: Vice President of Finance and Administration.

Use the Following Terms if Applicable

Students and Other Trainees: All Management Plans for faculty members must include this section. Indicate how the proposed activity relates to the faculty member's duties with respect to students and other trainees and how those duties will be shielded so as not to be affected by the activity.

Intellectual Property: Describe any anticipated opportunities for development of intellectual property. Inventorship and ownership of any new intellectual property arising from this project will be determined in accordance with College policy.

Publications: Indicate the possibility for publication or reports related to the activity. Appropriate disclosure of employee's interest in or relation to an outside entity shall be made in all publications and reports.

Use of College Resources: Indicate whether any College resources (equipment, lab space, etc.) will be used, and if it will be used, attached written agreement that will be entered into with the College upon execution of the Management Plan. If you will be using College resources, contact grants@cwidaho.cc to obtain the necessary agreement.