COLORADO STATE UNIVERSITY
DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AND CONFLICTS OF COMMITMENT

The State of Colorado, the State Board of Agriculture, Colorado State University and the Federal Government (where Federal contracts and grants are involved) all have policies concerning your associations with businesses and organizations external to the University. These policies address the following questions:

1) Do your time commitments to such a business or organization materially limit your ability to fulfill the duties associated with your University position?

2) Could the business or organization benefit economically by University actions over which you have authority?

3) Are you using University resources (including intellectual property) to the benefit of the business or organization?

The University policies associated with these questions appear in The Academic Faculty and Administrative Professional Manual, Sections D.7.6 and D.7.7. Policies associated with federal contracts and grants appear in the Sponsored Programs Manual, Section XII.

Associations with a business or organization include any substantial financial interest held by you and your immediate family (your spouse and your legal dependents). A substantial financial interest is defined to be anything of monetary value including, but not limited to, salary or other payments for consulting or other services, equity interests (more than 5% of the stock), and intellectual property rights.

An association with a business or organization which raises the above questions is not necessarily unwarranted, unethical, or illegal. Failure to disclose such associations, however, is unethical and may be illegal. For this reason, it is required by University policy, and in your best interests, that you disclose real and potential conflicts of interests and conflicts of commitment annually. The attached form is to be used for that purpose.

Some associations with businesses or organizations obviously do not raise the above questions. The following are examples of activities that would not require disclosure as actual or potential conflicts of interest or conflicts of commitment:

(1) Acceptance of royalties under the terms of the policy described in Section J of the Academic Faculty and Administrative Professional Manual, publication royalties, or honoraria for commissioned publications and lectures, or
(2) Services to professional, scientific, educational, artistic, cultural, civic, business or other organizations that enhance the value of the employee to the University and do not adversely affect the employee’s primary commitment to the University.

Note that Federal Contracts and Grants often require conflict of interest forms which are specific to the particular program and are not covered by the attached annual form.

This form should be submitted to your immediate supervisor by May 15 each year.

CONFLICT OF INTEREST AND COMMITMENT DISCLOSURE FORM

Name: ___________________________ Date: ____________________

Administrative Unit: ___________________________

My signature below confirms that I have read and understand Colorado State University policies related to conflict of interest and conflict of commitment. I certify that I have listed below all of my financial interests and/or affiliations that have the potential to create actual or perceived conflicts of interest or concerns about my ability to fully discharge the duties of my position. My signature indicates that I also agree to update this record as appropriate.

Organizations or businesses in which I or a member of my immediate family hold a significant financial interest or with which my association might otherwise raise questions of conflict of interest or conflict of commitment. (Attach additional pages if necessary.)

Name of Organization: ____________________________________________
Address: ____________________________________________ Phone: ____________________
Nature of Relationship or Activity: ________________________________
Hours Per Month (Exclude periods not under contract to the University): ____________________
University space, equipment, personnel or other resources used: ____________________
Comments:

Name of Organization: ____________________________________________
MEMORANDUM

Address:  
Phone:  
Nature of Relationship or Activity:  
Hours Per Month (Exclude periods not under contract to the University):  
University space, equipment, personnel or other resources used:  
Comments:  

Any other information on potential and apparent conflicts of interest described in D.7.7.3 and D.7.7.5 or that you feel is necessary for your supervisor to evaluate the disclosure:

Signature:  
Date:  

Supervisor's Signature:  
Date:  

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