

DISCLOSURE STATEMENT OF EXTERNAL INTERESTS
(For New Grant Writers or Those with a Significant Change in Financial Interest)

Each member of faculty or staff applying for instruction, research, or service support from outside entities must disclose all external for-profit entities in which they have a Significant Financial Interest that would reasonably appear to be directly or significantly affected by the instructional, research or service activities of the member. These annual disclosures must be updated throughout the year as new Significant Financial Interest is obtained. The purpose of the disclosure is to enable the University to determine if outside interests and activities create a possible conflict and is required by the Georgia College & State University Conflict of Interest Policy.

If your answers to questions 1-3 (**Part A**) are **No**, please complete **Part A** below and **return this sheet only** to the Office of Grants & Sponsored Projects, Campus Box 040 or fax number 445-6271.

If any answers are **Yes**, please complete **Part B** (next page) and **return both Part A and Part B** to the Director of Legal Affairs, Campus Box 041 or fax number 445-2049.

Part A: The following questions cover activities or interests occurring between July 1, _____ and June 30, _____.
The italicized words are defined at the bottom of this page.

- | | | | |
|----|---|-----|----|
| 1) | Do you or any of the research team on the project (all those who are responsible for the design, conduct, or reporting of the research), or their immediate family members, have any financial or other interest that might create a conflict of interest in this research? | Yes | No |
| 2) | Will this project lead to you or the research team having any non-university professional or income-producing activities that involve Georgia College resources, students, or staff? | Yes | No |
| 3) | Do you anticipate any other situation that may create a perceived or real conflict of interest between your responsibilities at Georgia College, or those of your team, and this project/research? | Yes | No |

My answers to the questions in this Disclosure Statement are true and complete to the best of my knowledge.

Name (print): _____ Title: _____

Department/Unit: _____ College: _____

Signature: _____ Date: _____

Definitions:

You: You, your spouse and dependent children.

Significant Financial Interest: Anything of monetary value, including, but not limited to, salary, or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term **does not include:** salary, royalties, or other remunerations from Georgia College & State University; income from seminars, lectures, teaching engagements sponsored by public or nonprofit entities; income from service on advisory committees or review panels for public or nonprofit entities; or financial interests in business enterprises or entities if the value of such interest is less than \$10,000 or represents less than a 5% ownership interest for any one enterprise or entity when aggregated for the member and the member's spouse and dependent children. **Please note that all consulting agreements, independent of their financial value, require prior approval from the Academic School Dean.**

Related Business: Any corporation, partnership, proprietorship, firm, franchise, association, holding company, joint stock company, receivership, trust, or any other legal entity organized for profit which could be influenced by or influence your instructional, research or service activities at GCSU. It **does not include** mutual funds over which you have no control, or any governmental committee, community, political, academic, charitable, religious, social or professional non-profit organization.

Resources: Use of University resources shall include, but not be limited to, use of instructional research or service funding, use of University-paid time within the employment period, use of support staff, use of telecommunication services and the use of University facilities.

Students or Staff: Those over whom you exercise supervisory or academic responsibility in your role at the University.

Contract: It does **not include** your own or any family member's employment contract with the University.

This section is to be completed by the Director of Legal Affairs and the Associate Vice President for Extended University:

I have reviewed this disclosure and: (please circle one)

- 1) Determined to the best of my knowledge that there is no conflict of interest; or
- 2) That an apparent conflict of interest has been managed, reduced or eliminated by the actions taken in the attached document

Director of Legal Affairs

Date

Associate Vice President/Extended University

Date

Part B: Please provide a list of all external entities with which *you* have a *Significant Financial Interest* which could be influenced by, or influence, your responsibilities at the University.

Please duplicate this sheet, and provide the following information for **each external activity** identified above.

1. *Related Business* name, nature or *Related business*, and whether publicly traded.

2. Relationship to individual who has financial connection with *Related Business*.

Self _____ Spouse _____ Dependent child _____ Other _____

3. Financial connection with the *Related Business*. (Circle all that apply)

- a) Equity interest
- b) Consulting or employment
- c) Director, officer, partner, agent, managerial or advisory position
- d) Receipt of loan or gift
- e) Receipt of honoraria for papers, lectures
- f) Receipt of royalty revenue
- g) Other (please specify) _____

4. Number of days required for each activity identified in 3 a) through f).

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

5. Relationship of *Related Business* to instructional, research, service or supervisory activities at the University. (Circle all that apply)

- a) My activities have no financial implications for the *Related Business*.
- b) *Related Business* sponsors instructional, research or service activities for which I am Principal Investigator.
- c) *Related Business* sponsors instructional, research or service activities in which I participate.
- d) *Related Business* does not sponsor my instructional, research or service activities, but my instructional, research or service activities could have financial implications for the *Related Business*.
- e) Other - please specify. _____

6. Employment of *Students* or *Staff* by external entities.

- a) number of staff or students involved _____
Total number of days involved _____
- b) **Related** or **Unrelated** (circle one) to my University responsibilities

7. Use of University *Resources* to support external activities.

8. Other financial interests involving *Contract*, sale or other transactions to which the University is a party.

9. Other situations, not identified above, which may create a perceived or real conflict of interest between your responsibilities at the University and external activities.

Note: This document is confidential and will be held in a secure file in the Office of Grants & Sponsored Projects.