

# **Individual Conflicts of Interest and Commitment Disclosure**

## **for Fiscal Year 2017**

In accordance with university policy 13010, Individual Conflicts of Interest and Commitment, university employees must disclose, at the beginning of every fiscal year (July 1 to June 30), the intention to engage in any consulting activity or business or other financial interest of \$10,000 or greater, or hold *any* equity interest in a company or which might conflict with normal appointment responsibilities or with University interests. In those engagements/contracts that involve a federal agency, the maximum allowable commercial arrangement is \$5,000. By completing this form, you are confirming the following:

1. As appropriate for your appointment, you have read policy 13010, Individual Conflicts of Interest and Commitment, <http://www.policies.vt.edu/13010.pdf>.
2. Whether or not you expect to engage in any consulting activity or business or other financial interest of \$10,000 or greater (\$5,000 if federal agency), or hold *any* equity interest in a company or which might conflict with normal appointment responsibilities or with University interests during the current fiscal year (July 1 to June 30).

Please select one from the following options:

- Yes, I plan to engage in consulting or potentially conflicting external activity or I will have business or other financial interests of \$10,000 (\$5,000 if federal agency) or greater outside the University or hold *any* equity interest in a company during this fiscal year.
- No, I do not plan to engage in consulting or potentially conflicting external activities nor will I have business or other financial interests of \$10,000 (\$5,000 if federal agency) or greater outside the University or hold *any* equity interest in a company during this fiscal year.

If yes, you must complete Form 13010 A, Request to Engage in External Activity and Disclosure of Conflict of Interest/Commitment. Depending on your request and potential of a conflict of interest or commitment, or the perception of such a conflict, a COI Management Form may be required as well. Should your activity include students and/or postdoctoral associates, a COI Research Agreement for Students and Postdoctoral Associate may be required. Conflict of Interest Forms may be found on the Office of Sponsored Programs' website at <http://www.osp.vt.edu/forms/index.php>.

Please note, you **may not** engage in planned external activity until approval has been granted by the department head, Assistant Vice President for Finance and Controls, or appropriate designee, as appropriate. Activities spanning multiple fiscal years, will require a resubmission for engagement at the beginning of each fiscal year.

*This affirmation is only valid for the current fiscal year during which this form has been certified.*

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Employee Printed Name and VT ID

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Employee Signature

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Date