

## **Procedures 1-006: Reviewing Individual Conflict of Interest Disclosure Forms**

1. The Individual Conflict of Interest Committee (“Committee”) shall review potential conflicts of interest and recommendations forwarded by the Conflict of Interest Office.
2. If the Committee determines that a financial conflict of interest exists and the individual (Investigator or Employee) proposed a plan to manage, reduce, or eliminate the conflict, then the Committee shall determine whether the proposed plan is acceptable. The individual shall be given an opportunity to provide any additional information pertaining to the potential conflict or the proposed plan to the Committee.
3. If the Committee determines that the proposed plan is acceptable, the Conflict of Interest Officer shall transmit the Committee's decision to the individual, his/her department chair or supervisor, and the appropriate University entities (e.g., Institutional Review Board, Office of Sponsored Projects, Technology Commercialization Office, Procurement & Contracting Services, Graduate School).
4. If the Committee determines that the proposed plan is not acceptable, or if the individual does not propose a plan, the Committee shall draft an appropriate plan to manage, reduce, or eliminate the conflict. The individual shall be given an opportunity to provide any additional information pertaining to the potential conflict of interest. The Conflict of Interest Officer will transmit the Committee's decision and the plan to the individual, his/her department chair or supervisor, and the appropriate University entities (e.g., Institutional Review Board, Office of Sponsored Projects, Technology Commercialization Office, Procurement & Contracting Services, Graduate School).

5. If the individual does not agree with the decision or plan approved by the Committee, he/she will first be given the opportunity to resolve any differences with the Committee directly.