Use this form to determine whether you have a Conflict of Interest (COI), to record this if you do, to propose a management plan, and review/update any current conflicts.

**This form is to be used only by: casual, honorary and unpaid staff who have a conflict to disclose**.

(Fixed term and continuing staff: if you cannot access the online tool, please contact your HR team).

## **Policies and guidelines**

The University’s [Staff Code of Conduct Policy](https://policies.uq.edu.au/document/view-current.php?id=91) requires staff members to avoid conflicts of interest (including perceived conflicts) and where conflicts of interest do arise, to manage those conflicts appropriately in accordance with the [Conflict of Interest Policy.](https://policies.uq.edu.au/document/view-current.php?id=68)

Conflicts of interest related to research activities should be managed in accordance with the [Managing Complaints about the Conduct of Research Procedure.](https://policies.uq.edu.au/document/view-current.php?id=352)

## **Placement Details**

|  |  |
| --- | --- |
| Employee/Title holder name: | Click or tap here to enter text. |
| Employee number: | Click or tap here to enter text. |
| Placement job title: | Click or tap here to enter text. |
| Organisational Unit name: | Click or tap here to enter text. |

## **Identification and details**

The following questions are designed to help you identify whether you have a conflict of interest (COI). Please answer all questions. If you are unsure of any answers, check the policy for clarification and discuss this with your supervisor.

Please note that you may have more than one conflict of interest, and you will need to fill in a declaration and suggest a management plan, for each one.

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| **Familial or close personal relationships with a current UQ student or applicant to UQ**If you have a child, a partner, a close relative or family friend studying or applying to study at UQ, it may be possible for you to influence their academic outcomes. If you have the capacity to directly influence their academic outcomes or any selection process involving them, you should make a disclosure. |
| 1 |  | **I have a family member, partner or close friend studying or applying to study at UQ in a unit in which I have influence.**If yes, please answer 1a and 1b below: | [ ] **Yes**  | [ ] **No**  |
|  | 1a | I teach this person or have a direct capacity to influence their academic outcome. | [ ] **Yes**  | [ ] **No** |
|  | 1b | I have direct capacity to influence a selection process through which this person is seeking to be admitted to a program of study | [ ] **Yes**  | [ ] **No** |
|  |  |  |  |  |
| **Familial or close personal relationships with a UQ employee**If you have a child, a partner, a close relative or family friend employed at UQ, even in a different organisational unit, it may be possible for a COI to arise. If you have the capacity to directly influence any circumstances of their employment you should make a disclosure. If you interact regularly with them in your UQ role, you should make a disclosure. |
| 2 |  | **I have a family member, partner or close friend working at UQ**If yes, please answer 2a, 2b and 2c below: | [ ] **Yes**  | [ ] **No** |
|  | 2a | I have the capacity to directly influence the circumstances of their employment | [ ] **Yes**  | [ ] **No** |
|  | 2b | I have access to confidential information that may provide a substantial personal benefit to this person | [ ] **Yes**  | [ ] **No** |
|  | 2c | As part of my UQ role I interact regularly with my child, my partner, a close relative or family friend  | [ ] **Yes**  | [ ] **No** |
|  |  |  |  |  |
| **Procurement and relationships with external entities**An employee of UQ, their partner, relative or close friend, may have a role in a non-publicly traded company which contracts with UQ to provide goods or services. If you have the capacity to directly influence a procurement process involving this company, you should disclose these associations. |
| 3 |  | **I am, or a family member or close friend is, a director, employee, shareholder or other beneficiary of a company which contracts with UQ to provide goods or services**If yes, please answer 3a and 3b below: | [ ] **Yes**  | [ ] **No** |
|  | 3a | I have a direct capacity to influence the success of this company in contracting goods or services to UQ  | [ ] **Yes**  | [ ] **No** |
|  | 3b | I have access to confidential information within my UQ role that may provide a substantial benefit to this company  | [ ] **Yes**  | [ ] **No** |
|  |  |  |  |  |
| **Research-related commercial activity**A conflict of interest may arise when a researcher has a significant financial or fiduciary interest in a company that is also commercialising UQ intellectual property that has been developed by that same researcher. These circumstances should be disclosed. |
| 4 |  | **I am, or a family member of close friend is, a director, employee, shareholder or other beneficiary of a company which is commercialising UQ intellectual property I have developed** If yes, please answer 4a, 4b and 4c below: | [ ] **Yes**  | [ ] **No** |
|  | 4a | I am the chief investigator (CI) for a grant that has this company as a partner  | [ ] **Yes**  | [ ] **No** |
|  | 4b | I receive research funds from this company through a UQ research contract or a consultancy agreement or provide access to UQ facilities and resources for the benefit of this company  | [ ] **Yes**  | [ ] **No** |
|  | 4c | I receive a personal payment from this company through a consultancy agreement | [ ] **Yes**  | [ ] **No** |
|  |  |  |  |  |
| **Teaching-related commercial activity**A conflict of interest may arise when a teacher has the potential to gain additional financial benefits from their UQ teaching role. Such circumstances can arise for lecturing staff and tutors/demonstrators and should be disclosed. |
| 5 |  | **I have authored a textbook or developed a commercialised teaching resource that is prescribed to a class taught at UQ and from which I gain financial benefit** | [ ] **Yes**  | [ ] **No** |
| 6 |  | **External to my UQ role, I receive personal payment for privately tutoring a student who is enrolled in a UQ course that I teach** | [ ] **Yes**  | [ ] **No** |
|  |  |  |  |  |
| **Other conflicts of interest**If there are any other circumstances that you feel may represent an actual, perceived or potential COI, you should disclose the details of these circumstances so that the need for a management plan may be considered. |
| 7 |  | **I may have a conflict of interest not captured by the previous questions** | [ ] **Yes**  | [ ] **No** |

## **Conflict details**

Instructions: For each question where you answered ‘Yes’ above, please provide the following details.

1. **Please provide the date this conflict began:**

|  |
| --- |
| Enter date |

1. **Nature of the conflict:** Describe the scenario in which you work and the relevant private interests. Clearly explain how this scenario creates a conflict and explicitly detail all aspects of the conflict. Enter nature of conflict:

|  |
| --- |
| Click or tap here to enter text. |

1. **Management plan:** Clearly detail the steps you intend to take in order to resolve or manage this conflict. Enter management plan:

|  |
| --- |
| Click or tap here to enter text. |

##### **Supporting documents**

Please attach any supporting documents you wish to provide to support the proposed management plan.

## **Acknowledgement**

[ ]  In signing this disclosure:

* I confirm that I have discussed any disclosed conflicts with my direct line supervisor.
* I am declaring that the information supplied is true and correct to the best of my knowledge.
* I understand that providing false or misleading information may be a breach of my conditions of employment.
* I will update this disclosure annually or as my circumstances change.
* I will cooperate in the development of the COI management plans.
* I will comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate an actual, potential or perceived Conflict of Interest.
* I understand that the information is collected to ensure my compliance with the [Conflict of Interest Policy](https://policies.uq.edu.au/document/view-current.php?id=68).
* I understand the information provided may be disclosed to other parties within the University. For further information consult the [Privacy Management Policy](https://policies.uq.edu.au/document/view-current.php?id=4).

|  |  |
| --- | --- |
| Signed: |  |
| Name: | **Enter name** |
| Position: | **Enter position** |
| Date: | **Enter date** |

## **Endorsement by Head of Organisational Unit**

[ ]  Endorse and refer to approver

[ ]  Refer to Approver without endorsement, add comment below

[ ]  Not approved, return to discloser

### **Acknowledgement**

[ ]  In submitting this decision:

* I have been authorised to make this decision based on the [HR Sub-delegations Instrument](https://governance-risk.uq.edu.au/files/8056/HR%20Sub-delegations%20-%2030%20Sept%202021.pdf)
* I am satisfied that my decision complies with applicable UQ policies.
* I understand the information is collected to ensure the staff member's compliance with the [Conflict of Interest Policy](https://policies.uq.edu.au/document/view-current.php?id=68).
* I understand the information provided may be disclosed to other parties within the University. For further information consult the [Privacy Management Policy](https://policies.uq.edu.au/document/view-current.php?id=4).

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| --- | --- |
| Signed: |  |
| Name: | **Enter name** |
| Position: | **Enter position** |
| Date: | **Enter date** |
| Comments: | Click or tap here to enter text. |

Once an endorsement decision has been reached, the Head of the Organisational Unit is to forward this signed form to their Head of Faculty/Institute or Executive Leader as appropriate.

## **Approval by Head of Faculty/Institute/ or Executive Leader**

[ ]  Approved (advise staff member of outcome)

[ ]  Not approved (advise staff member of outcome)

[ ]  Refer to DVCRI for advice, where the Conflict is an unresolved research matter

### **Acknowledgement**

[ ]  In submitting this decision:

* I have been authorised to make this decision based on the [HR Sub-delegations Instrument](https://governance-risk.uq.edu.au/files/8056/HR%20Sub-delegations%20-%2030%20Sept%202021.pdf).
* I am satisfied that my decision complies with applicable UQ policies.
* I understand the information is collected to ensure the staff member’s compliance with the [Conflict of Interest Policy](https://policies.uq.edu.au/document/view-current.php?id=68).
* I understand the information provided may be disclosed to other parties within the University. For further information consult the [Privacy Management Policy](https://policies.uq.edu.au/document/view-current.php?id=4).

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| --- | --- |
| Signed: |  |
| Name: | **Enter name** |
| Position: | **Enter position** |
| Date: | **Enter date** |
| Comments: | Click or tap here to enter text. |

Once a decision has been reached, the staff member should be informed of the outcome. The outcome detailed on this form is to be held on the staff member’s HR file, and registered in their Organisational Unit for regular review.

## **Approval by Deputy Vice-Chancellor (Research and Innovation), where the conflict is a research matter**

[ ]  Approved, refer decision to approver, with comments

[ ]  Not approved, refer decision to approver, with comments

### **Acknowledgement**

[ ]  In submitting this decision:

* I have been authorised to make this decision based on the [HR Sub-delegations Instrument](https://governance-risk.uq.edu.au/files/8056/HR%20Sub-delegations%20-%2030%20Sept%202021.pdf).
* I am satisfied that my decision complies with applicable UQ policies.
* I understand the information is collected to ensure the staff member’s compliance with the [Conflict of Interest Policy](https://policies.uq.edu.au/document/view-current.php?id=68).
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|  |  |
| --- | --- |
| Signed: |  |
| Name: | **Enter name** |
| Position: | **Enter position** |
| Date: | **Enter date** |
| Comments: | Click or tap here to enter text. |

Once a decision has been reached, the DVCRI is to return this signed form to the approver (Head of Faculty/Institute, Executive Leader or appropriate Level 3 supervisor as per [HR Sub-delegations Instrument](https://governance-risk.uq.edu.au/files/8056/HR%20Sub-delegations%20-%2030%20Sept%202021.pdf)).