CONFLICT OF INTEREST/TIME COMMITMENT MANAGEMENT PLAN

FOR  Insert name of company or faculty member

DATE: ______________

BACKGROUND

Include information about the faculty member or company; who founded the company and when; the location and the nature of its business.

Include a discussion about the intellectual property on which the company is based. If this is extensive, use an attachment. Inventions to be used by the faculty member and/or company are to be properly disclosed and may be licensed to the faculty member(s) or company by the University if it is determined that the University owns the intellectual property.

I. Conflict of Interest/ Conflict of Commitment for Faculty

Pursuant to University regulations, Professor ___________ will report annually his/her activities with insert name of company in a Conflict of Interest/Conflict of Time Commitment Disclosure Statement (attached). In addition, the department head, dean and the Provost will annually review Professor ______________ activities.

Include text on the Professor’s expected time commitment, and how conflicts of interest and commitment will be avoided. In general, faculty should not be conducting day-to-day management of company activities. If it is necessary for faculty to do this for a limited period of time, explain how the conflict of commitment will be handled – faculty leave, rigid time management, etc.

II. Involvement of Other University Personnel

OPTION 1 - At this time, there are no plans to involve other University personnel (students, postdoctoral employees, faculty, or staff) in this project. However, in order to avoid any potential conflict concerning these situations, the following process will be used:

OPTION 2 – University students and/or staff will be employed. Professor ______________ will notify the department head in writing. The department head will inform the impacted student(s) or staff in writing, using a form Notice Letter, about the faculty member’s relationship to the Company and that the student or staff member should notify the department head or dean if he/she feels their involvement with the Company (or their lack of involvement with the Company) in any way adversely affects their academic progress or employment status.
III. Other University Research

*Describe how Professor ______________________________ research program at the University relates to the activities of the Company. Are they totally separate? How closely are they related?*

IV. University Resources and Intellectual Property

The Company will not use University facilities or equipment.

*OR, if it will, specify that a leasing, technical testing or facilities use agreement will be executed. Specify that all costs will be reimbursed to the University.*

_Further, if the Company wishes to use University owned intellectual property, the company will negotiate a license agreement with the University._

V. Review Cycle

The department head and the Professor will meet on an annual basis to review progress and ensure compliance with this Conflict of Interest/Commitment Management Plan. An annual status report will be drafted and included in the annual disclose form.

VI. Attachments

A. List of inventions or other creations disclosed to the University
B. Lease, Technical Testing, or Facilities Use Agreement
C. Disclosure Form Statement
D. List of University students or employees working with the Company. Include their title, student or employment status, number of consulting days incurred in the prior year and estimated number of consulting days in the upcoming year.

_Acknowledgement of Agreement:_

_______________________________   ______________
Professor Signature     Date

_______________________________   ______________
Department Head Signature    Date

_______________________________   ______________
Dean Signature      Date

_______________________________          ______________
Provost Signature     Date