

Appointment / Conflict of Interest Management Plan

This plan has been developed for XXX 's appointment as **XXX** to manage any potential conflict of interest with their Chapman responsibilities.

1. Effective Date:
2. Chapman employee's name, position, department, and school:
3. Name, address, and website of the outside Entity:
4. Title of the appointment at another entity, including the period of the appointment, compensation, and other arrangements.
5. What is the type of Entity (for-profit/not-for-profit/government) and its line of business:
6. Attach a list of any current awards or pending proposals for external funding:

Details of the Appointment

1. Describe your duties for the new appointment in detail. Will this be compensated (including salary and other compensation)? What is the time commitment (e.g., hours per work)?
2. What compensation will you receive from all sources during this time?
3. How is this appointment separate and distinct from the employee's Chapman research and other responsibilities and Project(s)?
4. List any relevant Chapman intellectual property, proprietary information, facilities, copyrighted materials, or other resources which may be used in any Project.
5. Describe the involvement of any Chapman students, staff, or other personnel in the outside activity.
6. Describe whether the employee will conduct any human subjects or animal subject research at Chapman where the research outcome might impact the outside Entity's interests or the PI's outside interests.

Management Strategies

The Employee agrees to the following:

1. There will be a free and open exchange of research information and other creative activities in my teaching, research, scholarship, performance, and other creative works in keeping with Chapman's policy.
2. I will promptly publish our research results. Other members of the Entity will not be given preferential or privileged access to data, research results, potential new patents, or any intellectual property resulting from my Chapman research prior to publication.
3. Proprietary information from Chapman related to the work of the Entity (if any) will not be shared with the Entity. The Entity will not share proprietary information with Chapman unless this plan is appropriately amended in writing with the details of the exchange.
4. I will inform the personnel in my group about my relationship with the Entity and these requirements.
5. I will not permit the Entity to use Chapman facilities. Although I understand that an exception may be made for the use of user facilities available to external entities.
6. Personnel from the Entity may not be appointed at Chapman.
7. Chapman students, postdocs, and employees may not become affiliated with or work for the Entity except in rare instances with a written amendment to this plan.
8. The total time commitment for all outside activities combined may not exceed one workday per week.
9. I will not accept gift funding, sponsored research funding, or other support from the Entity for as long as the conflict exists, and this plan is in effect.
10. I will promptly report any changes to this Management Plan to the Dean, and this plan will be updated as necessary.
11. I will update this plan annually for as long as the conflict exists and if anything changes regarding my relationship with the Entity.
12. I will disclose my relationship with the Entity in any publications and public discussions of any relevant research.
13. Federally funded PIs and key personnel must disclose all outside appointments and positions in grant applications and annual progress reports. Review the agency-specific guidance or contact your grant administrator if you have questions.

Acknowledgment and Agreement

By signing below, I acknowledge that my disclosure information is accurate and complete, and I agree to comply with the principles and safeguards in this plan. Chapman may re-visit this plan at any time.

Employee

Date

I approve of and agree with this plan for handling potential conflicts identified by the employee related to the appointment.

Dean Date _____

I approve of and agree with this plan for handling the conflicts identified by the employee.

Vice President for Research Date _____