

Employee Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Date: \_\_\_\_\_

Disclosure Type (check one)	
New Investigator*	<input type="checkbox"/>
Annual Disclosure	<input type="checkbox"/>
Change/Update	<input type="checkbox"/>

\*At time of proposal; or new to TLU/PHS research.

TLU's COI Policy can be found here: <http://www.tlu.edu/contact/heoa/>. It can also be found on the TLU portal.  
 Free training is available from NIH at the following link: <https://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm>

**Instructions:**

Please check **ONE** of the statements in bold, then sign and date the form. If you have significant financial interests to disclose, please provide supporting documentation as explained below. Return completed form to the Grant Analyst for processing.

\_\_\_\_\_ **Neither I nor a member of my immediate family (spouse or partner and dependent children) have any significant financial interests that, individually or combined would reasonably appear to be related to, affected by, or affect my current or proposed project(s) or my institutional responsibilities.**

A significant financial interest is:

- Remuneration or equity interest, or a combination thereof in either a publicly or non-publicly traded entity that exceeds \$5,000 per year.
- Salary or other payments for services (including consulting fees and honoraria ) paid by an individual or entity that exceeds \$5,000 per year.
- Income related to intellectual property rights (e.g. patents, copyrights and royalties from such rights).
- Travel in the past 12 months related to your institutional responsibilities that was either reimbursed or paid for by an individual or entity other than a Federal, state or local government agency, an Institution of Higher education as defined by 20 U.S.C. 1001(a), an academic teaching hospital, medical center, or a research institute that is affiliated with an Institution of higher education. (Does not include Travel paid for or reimbursed by TLU or through grants managed by TLU.)
- Any other item of monetary value that could be perceived as equivalent to significant financial interest and a potential conflict of interest.

\_\_\_\_\_ **I am disclosing the following significant financial interests that appear to be related to my current or proposed project(s) or institutional responsibilities:**

Check all that apply AND attach supporting documentation (in an envelope marked CONFIDENTIAL) that identifies the business or entity involved and the nature and amount of the interest.

- \_\_\_\_\_ *Salary or other payment for services (e.g. consulting fees or honoraria) that when aggregated exceed \$5,000.*
- \_\_\_\_\_ *Equity interests (e.g. stocks, stock options, or other ownership interests).*
- \_\_\_\_\_ *Intellectual property rights (e.g. patents, copyrights, and royalties from such rights).*
- \_\_\_\_\_ *Travel considered a significant financial interest as described above. (If reporting travel, include: purpose of trip, identity of sponsor/organizer, destination, and duration of trip.)*
- \_\_\_\_\_ *Other significant financial interest that would reasonably appear to affect or be affected by the results of the research or educational activities funded or proposed for funding.*

**My signature below means that I agree to:**

- update this disclosure annually AND whenever I acquire a new significant financial interest that must be reported
- cooperate in developing a plan to manage, reduce or eliminate any conflicts of interest
- comply with any conditions or restrictions imposed by Texas Lutheran University to manage, reduce, or eliminate actual or perceived conflicts of interests. I understand that failure to comply could result in forfeiting the award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

**Review/Approval:** I have reviewed the significant financial interest disclosure and determined the following:

- \_\_\_ **No financial conflict of interest appears to exist**
- \_\_\_ **Proposals:** A financial conflict of interest may exist. The proposal may be submitted, but if the grant is awarded, research may not begin until an approved management plan is in place and the sponsor has been notified.
- \_\_\_ **Updates:** A financial conflict of interest may exist. No research may go forward until an approved management plan is in place and the sponsor has been notified.

Reviewed/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Institutional Official or designee)