FOR KNOXVILLE AND UTSI ONLY

DATE: **August 10, 2015**

TO: **Deans, Directors and Department Heads**

FROM: **Joneé Lindstrom**

SUBJECT: **Conflict of Interest Reporting**

In fiscal year 2016, we will continue to require the two part Conflict of Interest reporting. The Conflict of Interest policy has two parts; Part l is for all regular employees and Part ll is to comply with last year's NIH Public Health Service regulations.

Directions

As with last year Part I is an electronic form which supports our efforts to increase sustainability. The form may be found at:
https ://app.perfectforms.com/player.htm?f=dW6igAcJ

All UTSI and Knoxville regular employees are required by policy to complete the form. Information you will need to complete the form:

- the employee's personnel number, and
- their supervisor's email address
  (for workflow purposes)

Once the supervisor approves, the form is automatically routed via workflow for review. Upon review, it will be attached to your personnel record in the University's enterprise resource system (IRIS).

For Part l, an interest must be disclosed if it:

1. exists at the time of the filing,
2. existed during the previous twelve months,
3. the employee expects to acquire a conflict during the next twelve months, or
4. the conflict reported last year no longer exists.

Employees who have completed the COI form for FY16 (beginning 7-1-2015) are not required to complete a new form.

The Part I form is required for all other regular employees to be completed by September 30, 2015.

Additional required disclosure - Employees or students and others will be required to complete a Part ll form if they are deemed to be an investigator on a PHS/NIH funded sponsored project. This form will be in addition to the Part l form. Current PHS regulations require that investigators complete training on the PHS conflict of interest regulations and the University's Conflict of interest policy and then complete the Part ll form before a new award date on a current project and before a proposal for new funding can be submitted. Campus research and business officers will determine who will be required to complete the new form.

It is recommended you identify as many of the Part ll investigators and encourage them to complete the training and forms as quickly as possible to avoid delays and misunderstandings when proposals are due.
This form maybe found at https://app.perfectforms.com/PresentationServer/Form.aspx/Play/32QDggAo?f=32QDggAo

You may contact me or Samantha Johnson, Samantha@tennessee.edu with questions.