

Instructions for Developing a Conflict of Interest Management Plan

As established in University of Hawaii's Executive Policy on Conflicts of Interest (COI) and Commitment (E5.214), the University encourage its employees, where appropriate, to pursue outside activities and sponsored research that may benefit not only the University but also the general public. In so doing, University employees are expected to act ethically with the utmost integrity, and avoid or manage situations where an individual's financial, professional, or other personal interests may influence, or appear to influence, one's judgment in fulfilling University responsibilities.

The instructions listed below are intended to assist individuals in:

- *developing an appropriate COI management plan when conflicts are identified,*
- *separating University responsibilities/resources from private interests, and*
- *maintaining compliance with state and federal laws and regulations, and University policies and procedures.*

1. Contact ORS Compliance (coi@ors.hawaii.edu or 808-956-9596) for management plan assistance, or if a management plan was developed within your Department/Unit submit a copy for review.

- There may be revisions or additions made to any plan to ensure adequate management of COI.

2. If related to a proposal or award, answer the *myGrant* certification questions regarding FCOI/COI accurately and attach all appropriate disclosure forms.

3. Separate meetings/communications may be required with other Institutional offices (IRB, IACUC, IBC, OTTED) as described in the management plan template. For example, OTTED should be contacted when intellectual property, patent or copyright issues require negotiation and will be included in the management plan.

4. Senior Administrators and/or third party individuals appointed to oversee the plan or perform review of the scholarly work, research, or activity must also approve and sign the plan.

5. Once signatures are obtained from all required individuals (PIs, Senior Administrators,) the original signed copies should be sent to ORS Compliance. ORS will review the plan and forward it to the Deciding Official (Vice President for Research and Innovation) for final approval.