

Appendix B –Financial Conflict of Interest Disclosure Form

Employee/Student/Research Team Member Name:	Select type of disclosure: Select One
Reporting Period:	

If any disclosures made on this form change as it relates to a new grant (submitted/awarded), IRB protocol, or contract (submitted/awarded) during the reporting period, an Amended Disclosure must be filed.

Please answer the following questions honestly and to the best of your ability.

1. Listed below are any Relatives of mine who are, or have been within the last three years, employees, trustees or independent contractors of NYIT or an affiliate of NYIT. For purposes of this question, I understand that “Relatives” includes my spouse, domestic partner, ancestors, siblings, children, grandchildren or great-grandchildren, and the spouses of my siblings, children, grandchildren or great-grandchildren:

Relative’s Name	Relation to Me	Connection to NYIT

2. During the reporting period do you or a member of your immediate family have a financial interest related to your Institutional, Grant, IRB protocol, or Contract responsibilities, in a publicly or non-publicly traded entity, that when aggregated, equals or exceeds \$5,000? (New employees should report remuneration and/or equity interests received in the last 12 months and during the current reporting period).

Select One

If Yes Please Explain:

3. During the current reporting period will you or have you been reimbursed by an entity other than NYIT, either directly or on your behalf, for any external travel that is related to your Institutional, Grant, IRB protocol or Contract responsibilities? (New employees should report the value of extramural travel (paid directly to you or on your behalf) in the last 12 months and during the current reporting period).

Select One

If Yes Please Explain:

4. Will the value of intellectual property rights (e.g. patents, copyrights, trademarks), upon receipt of any income to you and/or your immediate family, during the reporting period, equal or exceed \$5,000 (New employees should report intellectual property rights received in the last 12 months and during the current reporting period).

Select One

If Yes Please Explain:

5. During the current reporting period, will you/do you or an immediate family member intend to use the services of NYIT students or personnel for whom you have supervisory or evaluative responsibilities at NYIT, in carrying out any outside activities?

Select One

If Yes Please Explain:

6. During the current reporting period will you or do you intend to use other NYIT resources (e.g., equipment, facilities, and supplies) or services (including information technology resources) in carrying out any outside activity?

Select One

If Yes Please Explain:

7. During the current reporting period will you or do you hold or do you expect to run for political office?

Select One

If Yes Please Explain:

8. During the current reporting period have you or do you intend to commit NYIT resources (i. e. personnel, materials and supplies, equipment use, departmental or project funds) to procure/purchase goods and services from or provide services to any entity as defined by but not limited to llc, company, parent company, affiliate, or subsidiary in which you or your immediate family member a) are an officer, partner, or proprietor of the entity, b) have a material interest (direct or indirect ownership) of 5% or more of the total assets or capital stock of any business entity, and/or c) hold any employment or contractual relationship with the entity? You must report proposed subcontract sponsored funding activity to NYIT from any entity owned or managed by you and/or your immediate family members.

Select One

If Yes Please Explain:

9. Are you performing an Outside Activity that could lead a person to believe that a conflict may exist, or that you otherwise wish to report, (e.g.: consulting activities, board membership, expert witness, company officer?) If you are an independent consultant, please indicate “Independent consultant” in the description of the activity and the name of each entity for whom you are performing consulting services.

Select One

If Yes Please Explain:

Note: If you answer “Yes” to any of the above questions, additional information may be requested upon review and will need to be provided.

Certification:

I certify that the outside employer(s) or recipient(s) of services understand that I am engaging in such outside activity as a private citizen, not as an employee, agent, or spokesperson of NYIT. I further certify that the statements and disclosures provided herein are current, accurate, and complete, and understand that any false or misleading representations may result in disciplinary action. **In addition, if any disclosures made on this form change as it relates to a new grant, IRB protocol, or contract submitted or awarded during the reporting period, I will notify OSPAR so that I can file an Amended Disclosure.**

Signature:		Date:	
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REMINDER TO THE DISCLOSER

- If you have more information that cannot fit in the form please send it in a separate email to grants@nyit.edu.
- If all responses are “NO” to questions 2-9, please select “no” and sign the form in Adobe Sign and it will be reviewed.
- Please remember to include, as applicable, any required additional information for all positive responses and such information is added to this form as an attachment. Forms containing any positive (YES) responses will need to be reviewed in compliance with the NYIT Conflict of Interest Policy in Research Policy.

**Additional signatures are required for the completion of this form.
THIS SECTION IS TO BE COMPLETED BY REVIEWERS ONLY**

REVIEW OF FINANCIAL INTEREST DISCLOSURE

Reviewer: {Senior Director of Sponsored Programs and Research}

Requested Exemption

Comment(s):

Signature:		Date:	
Print name:	Dawn M. Grzan	Title:	Senior Director of Sponsored Programs and Research