

University of Missouri

Conflict of Interest Policy and Requirements for Public Disclosure

POLICY: University employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties. They shall not realize personal gain in any form which would influence improperly the conduct of their University duties. They shall not knowingly use University property, funds, position, or power for personal or political gain. They shall inform their supervisors in writing of reasonably foreseen potential conflicts.

Conduct by an employee that violates the University's policies, regulations, or rules pertaining to conflict of interest shall constitute a breach of employment contract and may lead to disciplinary action.

SECTION 330.015 of the *Collected Rules and Regulations* of the University of Missouri requires that a University employee shall make a full disclosure in writing of her or his present or proposed outside financial interest to the appropriate University official for filing in a registry located for public scrutiny in the following circumstances:

- When a University employee engages in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties; such as, when it is proposed that the University enter into (a) contracts for the sale of goods or services, or (b) research contracts, or (c) other contracts, including those for technological transfer, with private firms or corporations in which a University employee knows he or she has a direct or indirect financial interest.
- When the financial interest of the University employee in the private firm or corporation is such that it could influence the decision-making process of the private firm or corporation and the employee could also influence the decision-making process of the University in entering into or performing the contract.
- Realize personal gain in any form which would influence improperly the conduct of their University duties.
- When there is a change in the University employee's financial interest during the course of such contracts.
- When an employee enters into a business activity which overlaps with the University's teaching, research, or service missions; such as, when an employee of the University teaches either credit or non-credit courses not connected with the University.
- When a business interest for which the employee consults and the entity conducts business with the University, is in competition with the University, or competes with the work of the University.

Employees who are required under this policy and these rules to submit a *Potential Conflict of Interest Disclosure Form* should provide as much information as possible and secure all appropriate signatures or the form will be returned. Please send it to:

Dr. Nasser Arshadi
Vice Provost for Research
341 Woods Hall

**University of Missouri-St. Louis
Potential Conflict of Interest Disclosure Form**

This form is for University employees to make a full disclosure of potential conflicts of interest resulting from direct or indirect outside business, financial, employment, or consulting interests which are related to their employment at the University. It is each employee's responsibility to provide this information to the appropriate University official for filing in a registry, if appropriate, located for public scrutiny in accordance with University policy, as stated on the back of this form.

Name: _____ **Employee ID :** _____

School/Division: _____ **Department:** _____

Campus Address: _____ **Campus telephone:** _____

University title: _____ **Percent FTE:** _____

Business Name: _____

Do you have Research involved with any of the following:

Human Subjects: yes / no Animals: yes / no

Please describe the business, financial interest, outside employment, or consulting activities that are raising a potential conflict of interest. Include names, addresses, nature of interest, role at the place of employment at the University and how it relates to the outside interest, and any other relevant information. Be concise yet specific. Use additional sheets if necessary.

Signature of employee and date

Signature of supervisor and date

Signature of Director/Chair and date

Signature of dean and date