

Responsible for Management Determination	Departmental COIC Disclosure Reviewer (e.g., Unit Head/Manager/Department Chair)		Vice President for Research (VPR) & COI in Research Committee	Procurement Services
Plan Type	COIC Department Management Plan for Consulting (and other external activities) <u>(completed in IRB Manager)</u>	Management Plan for an External Scholarly Affiliation	COI In Research Management Plan	Conflict of Interest Procurement Committee Management Plan
Managed by	Employee's Department	Office of the Senior Vice President and Provost	COI in Research Committee and the Office of Research Ethics	Conflict of Interest Procurement Committee (COIPC)
Employee's ISU Role	Covered employee ¹	All Nine- or Twelve-Month Faculty	Covered employee ¹ who is also an Investigator, co-Principal Investigator, or Key Personnel on a sponsored project proposal and/or performs research, creative, or other scholarly activities	Covered employee ¹
External Activity	Disclosed activity constitutes a real or perceived Conflict of Interest or Commitment, but is not a Significant Financial Interest requiring management at the Vice President for Research Level (see examples below)	Disclosed activity includes external scholarly affiliations	Disclosed activity constitutes a Significant Financial Interest (SFI) requiring management at the Vice President for Research level (see examples below)	Disclosed activity constitutes COI Vendor activity (note that providing research services to ISU also requires COI Vendor approval)
Examples of disclosed activities include, but are not limited to:	<p>Consulting activities not managed at the Vice President for Research level</p> <p>External employment</p> <p>An equity interest or managerial role in a company with activities not related to employee's university responsibilities.</p> <p>Other external activities that have the potential to reduce the time and attention an employee can devote to his/her university responsibilities, and thus negatively impact his/her performance of assigned university duties</p>	<p>A paid or unpaid full- or part-time affiliation with another academic or research institution</p> <p>Employee has a titled position, recognition, or status with another institution</p>	<p>Consulting for an entity that has a financial interest in or sponsors the employee's university scholarly activities, if the compensation for the consulting exceeds \$5,000 per year (\$10,000 per year if not funded by PHS or PHS flow-through)</p> <p>An equity interest or managerial role in a company that has activities related to employee's university research or scholarly activities.</p> <p>Consulting activities related to patented or patentable intellectual property in which the employee has an interest [except intellectual property and research materials held by the ISU Research Foundation (ISURF)]</p>	<p>Employee or immediate member of employee's family wishes to sell goods or services to ISU or another Iowa regent institution</p> <p>An employee or any member of his or her immediate family has a financial or other interest in a firm selected for an award or contract</p>
Determination made by	Department COIC Disclosure Reviewer	Unit Head/Supervisor/Department Chair	The Office of Research Ethics and COI in Research Committee	Procurement Services
Employee's rights and responsibilities	COIC Department Management Plan Employee Rights and Responsibilities	<p>Management Plan for an External Scholarly Affiliation (located in electronic COIC system)</p> <p>Management Plan for an External Scholarly Affiliation involving a Reduction in Appointment</p>	Procedures, Applications and Guidance	COI Vendors/Procurement Policies
For additional information, please contact	Employee's manager or coi@iastate.edu	Director of Academic Policy & Personnel	coi@iastate.edu	Director of Procurement Services

¹Covered Employee is defined in the [Conflicts of Interest and Commitment Policy](#)