



POLICY ON CONFLICT OF INTEREST IN RESEARCH

APPENDIX A DISCLOSURE REPORT FORM

Last Updated - April 2020

Appendix A to the *Policy on Conflict of Interest in Research* ([VPRGS-5](#)) (the "Policy").

To be completed by any Member who anticipates or is aware of a Conflict of Interest ("COI").

The Member shall file updated Disclosure Report Forms relative to any COI and/or to the answers provided on this form on an ongoing and timely basis as necessary to report any material developments.

SECTION 1: To be completed by the Member

Name of Member

Date of the present Disclosure

Faculty / Department

Email address and telephone number

Status/title of Member taking part in research (check one):

- | | |
|-----------------------|--------------------------|
| Faculty member | ☐ |
| Undergraduate student | ☐ |
| Graduate student | ☐ |
| Post-doctoral fellow | ☐ |
| Research associate | ☐ |
| Technical staff | ☐ |
| Adjunct professor | ☐ |
| Affiliate professor | ☐ |
| Visiting professor | ☐ |
| Administrator | ☐ |

Other:

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Describe below (or in a separate attached document) the research project in question¹:

Describe below (or in a separate attached document) the nature and extent of the COI including all activities, services or situations which could place the Member in a COI ² in accordance with the Policy.

¹ All information disclosed will be held in confidence in accordance with University policies and legislative, regulatory and contractual requirements.

² Until activities, services or situations having COI considerations are disclosed, assessed and dealt with, Members shall not engage in such activities, services or situations.

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For situations of COI relating to a Spin-off Company (as defined in the Policy) please provide the following information:

Describe the Member's or Related Party's interests or stake in the Spin-off Company.

Describe the Member's or Related Party's role or position in the Spin-off Company.

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Describe the Member's intended time commitment to the activities of the Spin-off Company.

Describe the planned involvement of any students, University faculty and/or other University personnel in the Spin-off Company's activities, highlighting in particular any situations in which the Member has academic or administrative supervision responsibilities for such individuals.

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Describe the relationship between the Spin-off Company activities and the Member's University research activities, highlighting any real or perceived overlap in these activities.

Signature of Member

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SECTION 2: To be completed by the Reporting Officer

Name and title of Reporting Officer

Date of receipt of the present Disclosure Report

Email address and telephone number

Copy of the present Disclosure Report sent to the Vice-President, Research and Graduate Studies?

Yes

Date sent

No

Decision of the Reporting officer (check one):

- ☐ No COI exists, the Member is free to pursue the activity, service or situation that was the subject matter of the present Disclosure Report.
- ☐ A prohibited COI exists, the Member shall not pursue the activity, service or situation that was the subject matter of the present Disclosure Report.
- ☐ A COI exists but the Member may pursue the activity, service or situation that was the subject matter of the present Disclosure Report only in accordance with the following conditions and/or instructions and/or method and/or monitoring (or see separate attached document)³:

³ The Member shall agree in writing to the Reporting Officer's established method of managing and monitoring of the COI.



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Signature of the Member agreeing and consenting to the aforementioned conditions:

Signature

Date

Date of decision by Reporting Officer

Signature of Reporting Officer