

University of Oregon

CONFLICT OF INTEREST AND COMMITMENT DISCLOSURE FORM

The following form has been designed to identify Conflict of Interest and Commitment (COI-C) matters efficiently and effectively. A complete and accurate response to each question is essential to identifying and managing COI-C, especially those situations that might be perceived to affect the objectivity of publicly funded research and scholarship at the University of Oregon.

All individuals must complete Section A and Section B. The need to complete Section C is based upon the answers in Section B. If you answer "no" to all four questions in Section B, you do not need to complete Section C.

Instructions: (Step-by-Step Instructions are available at <http://orcr.uoregon.edu>)

1. First, open the form from the website and save the blank form to your computer. In order for your information to save properly, you will need to be using **Acrobat Reader version 7 or higher**. If you are unsure which version of Acrobat you currently have, please download the most recent version of Acrobat Reader. You can do this from the COI-C website. The link is in the lower right corner of the main page.
2. To input your answers, click in the field/box. Your input is limited to the visible space of the field/box.
3. To change or erase an answer, you can highlight the information and hit the "delete" key, or you can use the backspace key. To change a "yes/no" response, select the other answer.
4. Fields with drop-down menus have an arrow at the right-hand end of the field. Click on the arrow, then click on your selection.
5. For all items underlined and highlighted in [blue](#), definitions have been provided at the end of this form. You can click on any of these items to navigate directly to Section D: Definitions. From the definitions page, you will need to use the scroll bar on the right hand side of the page to go back to your place in the form.
6. When you have completed the disclosure, please save the completed form, attach it to an email, then send it to coi@uoregon.edu.

Section A: Personnel Information Section

Please complete all applicable boxes below.

UO ID #	<input type="text"/>	Today's date	<input type="text"/>
Last Name	<input type="text"/>	Title/Rank	<input type="text"/>
First Name	<input type="text"/>	% Effort (FTE)	<input type="text"/>
College	<input type="text"/>	Campus Address	<input type="text"/>
Department/Unit	<input type="text"/>	UO Email	<input type="text"/>
Center/Institute (if applicable)	<input type="text"/>	Campus Phone	<input type="text"/>

University Appointment Period (CHECK ALL THAT APPLY)

<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months	<input type="checkbox"/> Overload	<input type="checkbox"/> Other	<input type="text"/>
<input type="checkbox"/> 10 Months	<input type="checkbox"/> Summer	<input type="checkbox"/> Sabbatical		

Section B: Core Questions

Please enter the 12-month date range for which you are disclosing. This range is usually from January to December of the previous calendar year.

From (mm/yyyy) to (mm/yyyy)

Please answer the following four questions as they relate to your 12-month disclosure period.

1. Did you have any relationships with an [external entity](#)? Such relationships could include:

- receiving [pecuniary benefit](#) (e.g. salary or other monetary compensation)
- having [ownership interest](#) in the external entity
- holding a [managerial or leadership role](#) in the external entity
- having some other type of [significant relationship](#) with the external entity, whether or not compensated.

NOTE: if you have a personal consulting business, you yourself are considered an external entity.

YES NO

2. Has an [immediate family member](#) had any relationships with an [external entity](#) related to the work you do for the University or to your field of academic expertise? Such relationships include:

- receiving [pecuniary benefit](#) (e.g. salary or other monetary compensation)
- having [ownership interest](#) in the external entity
- holding a [managerial or leadership role](#) in the external entity
- having some other type of [significant relationship](#) with the external entity, whether or not compensated.

YES NO

3. Were you the [Principal Investigator \(PI\)](#) or [co-Investigator \(co-PI\)](#) on any UO [sponsor funded activity](#)?

YES NO

4. During your 12-month disclosure period, did you use [one-day-in-seven time](#)?

YES NO

If you have answered "Yes" to any of the four questions above, please complete all applicable Expanded Questions on the following pages.

For example, if you answered "yes" to Question #1 above, you will need to provide additional information by completing all parts of Expanded Question #1. If you answered "yes" to Question #3, you need to complete all parts of Expanded Question #3.

If you answered "No" to all four of the questions above, your disclosure is complete. Please type your name and today's date below, save the completed form to your computer, and email it to coi@uoregon.edu

I hereby acknowledge that I have read and understand the policy (University Policy 3.095 - Personnel Practices, Potential Conflicts of Interest, <http://policies.uoregon.edu/ch3g1.html>). I affirm that the information I have provided is, to the best of my knowledge, true and complete and does not omit or misstate any material facts.

I understand that I must provide an updated disclosure within 30 days if this information [materially changes](#) or becomes materially inaccurate.

Name:

Date:

NOTE: To facilitate the electronic submission process, your typed name and date above constitute your legal signature when this form is submitted via email.

Section C: Expanded Questions

EXPANDED QUESTION 1: Individual Relationships with External Entities

Many of the following questions include a "comments" field in which you may provide clarifying information.

- 1.1 Please state your area(s) of expertise and describe the key duties and responsibilities associated with your [UO activities](#).

Describe:

CONSULTING

- 1.2 If you performed outside consulting (self-employed), please complete the following information for each client. Entry is limited to the visible space for each field.

NOTE: Include your travel days in the "[1-in-7 Days Used](#)" column, but do not include travel *expenses* or other reimbursable expenses in the "Amount of [Benefit](#)" (payments) column.

Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

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Name of Client	Describe Activity	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

If you need additional space, please contact the Office for Responsible Conduct of Research, ccoyle@uoregon.edu, and an additional page will be sent to you.

1.3 If you performed outside consulting (self-employed), did you have written agreements with your client(s)?
(Copies of written agreements may be requested.)

YES NO

1.4 If you performed outside consulting (self-employed), did any UO students or other UO employees work for you?

YES NO

1.4.1 If you answered "yes" to question 1.4, did you also advise or supervise these individuals as part of your UO responsibilities?

YES NO

Comments:

ALL OTHER EXTERNAL RELATIONSHIPS

1.5 If you had other business relationships with [external entities](#) (such as with a publisher, business, or advisory board), please complete the following information for each entity. Entry is limited to the visible space for each field.

NOTE: Include your travel days in the "1-in-7 Days Used" column, but do not include travel *expenses* or other reimbursable expenses in the "Amount of Benefit" (payments) column.

Name of Entity	Type of Relationship	Describe Activity	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
	Type of Benefit	Amount of Benefit	# of 1-in-7 Days Used
	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Entity	Type of Relationship	Describe Activity	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
	Type of Benefit	Amount of Benefit	# of 1-in-7 Days Used
	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Name of Entity	Type of Relationship	Describe Activity	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
	Type of Benefit	Amount of Benefit	# of 1-in-7 Days Used
	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Continued next page

Name of Entity	Type of Relationship	Describe Activity	Type of Benefit	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Name of Entity	Type of Relationship	Describe Activity	Type of Benefit	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Name of Entity	Type of Relationship	Describe Activity	Type of Benefit	Amount of Benefit	# of 1-in-7 Days Used
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

If you need additional space, please contact the Office for Responsible Conduct of Research, ccoyle@uoregon.edu, and an additional page will be sent to you.

1.6 If you had relationships with other [external entities](#), did you have written agreements that addressed your responsibilities? (Copies of written agreements may be requested.)

YES NO

1.7 If you had [ownership interest](#) in an [external entity](#), what was the percentage of ownership and the value of that ownership interest?

Percent of Ownership = %

Value of Ownership \$ Unknown

Comments:

1.8 If you had relationships with other [external entities](#), did you supervise any UO students or other UO employees as part of your responsibilities with that entity?

YES NO

1.8.1 If you answered "yes" to question 1.8, did you also advise or supervise these individuals as part of your UO responsibilities?

YES NO

Comments:

CONSULTING AND ALL OTHER EXTERNAL RELATIONSHIPS

1.9 In light of your key [UO duties/activities](#) (see question 1.1), please describe what you have done to disclose, mitigate, or eliminate potential [conflicts of interest and commitment](#) with your consulting client(s) and/or other [external entities](#) (and with UO students or other UO employees, if applicable).

Describe:

1.10 Do you anticipate that you will continue similar relationships and activities in the coming year?

YES **NO**

Comments:

1.11 Did your client(s) or other [external entities](#) have any of the following relationships with the UO?

- | | |
|--|---|
| <input type="checkbox"/> Supplier | <input type="checkbox"/> Recipient of Grant Technical Assistance |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> Use of UO Facilities |
| <input type="checkbox"/> Research Collaborator | <input type="checkbox"/> Licensee of UO Innovation |
| <input type="checkbox"/> Unknown | <input type="checkbox"/> Other <input style="width: 150px;" type="text"/> |

Expanded Question 2: Family Member Relationships with External Entities

Many of the following questions have a "comments" field in which you may provide clarifying information.

2.1 For any [immediate family member\(s\)](#) involved with [external entities](#) related to your [UO activities](#), please complete the following set(s) of information. Please use a separate set for each family member and/or entity.

Family Relationship	Name of Entity	Type of Benefit	Amount of Benefit
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 50%;" type="text"/>
Type of Relationship		Activity (what family member did for entity)	Approx. Dates of Activity
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
How family member activity relates to your UO duties			
<input style="width: 100%;" type="text"/>			

Family Relationship	Name of Entity	Type of Benefit	Amount of Benefit
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 50%;" type="text"/>
Type of Relationship		Activity (what family member did for entity)	Approx. Dates of Activity
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
How family member activity relates to your UO duties			
<input style="width: 100%;" type="text"/>			

If you need additional space, please contact the Office for Responsible Conduct of Research, ccoyle@uoregon.edu, and an additional page will be sent to you.

2.2 Do you anticipate that your [immediate family member](#) will continue similar relationships and activities in the coming calendar year?

YES **NO**

Comments:

2.3 If your [immediate family member's](#) work involves having a [managerial or leadership role](#) with an [external entity](#) that is related to your academic field of expertise, it can result in [conflicts of interest](#). Please describe your family member's activities and responsibilities for the external entity and what has been done to disclose, mitigate, or eliminate potential conflicts of interest.

Describe:

2.4 Were you engaged in [sponsor funded activity](#) with or for the [external entity](#) with which your [immediate family member](#) has a relationship?

YES **NO**

Comments:

2.5 Were UO students or other UO employees involved with this [external entity](#)?

YES **NO** Unknown

Comments:

2.5.1 If you answered "yes" to question 2.5, did you advise or supervise any of these students or employees as part of your UO responsibilities?

YES **NO**

Comments:

2.6 If "[ownership interest](#)" was selected in question 2.1, what percent interest is owned? %

2.6.1 If the ownership interest is 5% or greater, what is the estimated value of the interest?

\$ Unknown

2.6.2 What form does the [ownership interest](#) take? Check all that apply.

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Stock Option | <input type="checkbox"/> (If LLC*) Membership/Ownership Interest |
| <input type="checkbox"/> Warrants | <input type="checkbox"/> Other Equity Based Instrument |
| <input type="checkbox"/> Other | <input type="text"/> |

*LLC = Limited Liability Company

Comments:

2.7 Does the external entity have any of the following relationships with the UO? Check all that apply.

- | | | |
|---|--|---|
| <input type="checkbox"/> Supplier | <input type="checkbox"/> Receipt of Grant Technical Assistance | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> Use of UO Facilities | <input type="checkbox"/> None of the Above |
| <input type="checkbox"/> Research Collaboration | <input type="checkbox"/> Licensee of UO Innovation | <input type="checkbox"/> Other <input type="text"/> |

Comments:

EXPANDED QUESTION 3: Research Activities

Many of the following questions include a "comments" field in which you may provide clarifying information.

3.1 Indicate the funding source(s) from which you received funds over the past calendar year. Check all that apply.

I have received funding from:

- | | | | |
|------------------------------------|--|--------|----------------------|
| <input type="checkbox"/> DHHS/NIH | <input type="checkbox"/> Federal -Other | (list) | <input type="text"/> |
| <input type="checkbox"/> USDE | <input type="checkbox"/> Non-Federal-Other | (list) | <input type="text"/> |
| <input type="checkbox"/> DOD | <input type="checkbox"/> Foundation | (list) | <input type="text"/> |
| <input type="checkbox"/> NSF | | | |
| <input type="checkbox"/> SBIR/STTR | | | |
| <input type="checkbox"/> Industry | | | |

Comments:

3.2 Indicate the funding source(s) to which you are applying for funding for the coming calendar year. Check all that apply.

I have applied for funding from:

- | | | | |
|------------------------------------|--|--------|----------------------|
| <input type="checkbox"/> DHHS/NIH | <input type="checkbox"/> Federal -Other | (list) | <input type="text"/> |
| <input type="checkbox"/> USDE | <input type="checkbox"/> Non-Federal-Other | (list) | <input type="text"/> |
| <input type="checkbox"/> DOD | <input type="checkbox"/> Foundation | (list) | <input type="text"/> |
| <input type="checkbox"/> NSF | | | |
| <input type="checkbox"/> SBIR/STTR | | | |
| <input type="checkbox"/> Industry | | | |

Comments:

3.3 Did or will your activities involve [Human Subject Research](#)? NOTE: this question both looks back at the previous calendar year and forward to the next calendar year.

YES NO

Comments:

3.3.1 If you answered "yes" to question 3.3, is your [Human Subject Research](#) biomedical in nature?

YES NO

If "yes", please briefly describe the aims of your human subject research. Please indicate whether your biomedical Human Subjects Research includes any drugs or devices. You may include an EPCS # or Human Subjects Protocol # here in place of a description.

Describe:

3.4 During the *previous calendar year* was your spouse, partner, or other member of your [immediate family](#) the [co-PI](#) or other key personnel on your [sponsor funded research](#) project?

YES NO

Comments:

3.5 For the *coming calendar year*, are you aware of any [sponsor funded activity](#) for which your spouse, partner, or other member of your [immediate family](#) will serve as your [co-PI](#) or as key personnel?

YES NO

Comments:

EXPANDED QUESTION 4 : Use of One-day-in-seven Time

[One-day-in-seven](#) time is a privilege granted to UO faculty and other employees holding an unclassified appointment under Oregon Revised Statute 351.067 and applies only to activities **related** to one's UO responsibilities. Activities unrelated to UO responsibilities must be engaged in during times the individual is not under contract to the UO. A reasonable amount of averaging of this time allowance is permitted over quarters or semesters, provided that the averaging does not unduly interfere with the faculty member's primary responsibilities to UO. Travel time is included when counting one-day-in-seven time usage.

For assistance determining how much one-day-in-seven time you may have available to you, please see the [One-Day-in-Seven Table](#), on page 14 of this form.

Activities that **do not** require prior approval

In the absence of other [conflict of interest or commitment](#) concerns, two activities that do not require prior approval are work with professional organizations and other academic institutions. University faculty and other employees are encouraged to participate in scholarly, professional, and philanthropic activities outside the University. In the absence of other conflict of interest or commitment concerns, it is thus appropriate for individuals to accept invitations to serve on advisory bodies or public commissions related to their academic or professional work, as well as to travel to other institutions or conferences for the purpose of presenting lectures, leading seminars or workshops, or visiting the laboratories of colleagues.

Activities that **do** require prior approval

Nearly all [outside activities](#) require the approval of one's Supervisor, Department Chair, Director, and/or Dean **prior to initiating the activity**.

These include, but are not limited to:

- a) Acceptance of compensation from (other than standard honoraria in one's field of expertise for scholarly speaking engagements) or ownership or equity in, an [external entity](#) that carries on activities closely related to the individual's area of work.
- b) Service in a line management position in such an external entity or participation in the day-to-day operations of the same. Significant management roles (those that involve supervision of the work of others and/or the day-to-day responsibility for operating decisions) in private business typically are demanding both in terms of time and energy. It is unlikely that such roles can be fulfilled within allowable use of one-day-in-seven-time. Depending on the circumstances of the request it may be necessary for faculty to take a leave of absence from their University activities in order to take on a significant management role in an outside entity; doing so while on sabbatical is not generally appropriate.
- c) Service in a key, continuing role in a private or outside public entity.

If you have questions regarding use of One-Day-in-Seven time, please discuss it with your supervisor.

4.1 How many [one-in-seven](#) days did you use in the previous calendar year?

4.2 Please describe your use of [one-day-in-seven](#) time for [overload](#) and/or [outside activities](#) and how each fits into your UO obligations. (For example, if you are .75 FTE for the UO with a 9 month appointment, you would have 29 available days of one-in-seven time per calendar year. At .75 FTE, however, you also have the remaining .25 FTE available to you for outside activities. Please explain how your outside activities and/or overload fit into your **total available time**.)

Describe:

4.3 Do you intend to use [one-day-in-seven](#) time in the coming calendar year?

YES

NO

Section D: Definitions

- ~**Collaborative Investigator**- A co-investigator on sponsored or non-sponsored research, and can be either a UO or non-UO faculty member.
- ~**Conflict of Commitment (COC)**- those overload or outside activities which conflict or appear to conflict with a faculty member or other UO employee's University activities of teaching, research, service, and administration.
- ~**Conflict of Interest (COI)**- A conflict of interest may occur when an employee is in a position to make a decision in his or her capacity as a university employee that may result in personal or family gain, financial or otherwise. Per the Oregon Revised Statutes (ORS 244.020(11)) defines "potential conflict of interest" as follows: "Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or a member of the person's household, or a business with which the person or a member of the person's household is associated, unless the pecuniary benefit or detriment arises out of the following: (a) An interest or membership in a particular business, industry, occupation, or other class required by law as a prerequisite to the holding by the person of the office or position. (b) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation, or other group including one of which or in which the person or a member of the person's household or business with which the person is associated, is a member or is engaged."
- ~**Co-Investigator (Co-PI)**- The Financial COI regulation defines investigator as the principal investigator and any other person who is responsible for the design, conduct, or reporting of funded research, and it includes the investigator's spouse and dependent children (42 CFR § 50.603). The regulation is very broad in its definition of investigator, and faculty are encouraged to consider the roles, rather than the titles, of those involved in research and the degree of independence with which those individuals work.
- ~**External Entity**- can be any or all of the following: a natural person capable of being legally bound, sole proprietorship, corporation, partnership, limited liability company or partnership, limited partnership, for-profit or nonprofit corporation, unincorporated association, business trust, two or more persons having a joint or common economic interest, or any other person with legal capacity to contract, or a governmental agency or governmental subdivision.
- ~**Human Subject Research**- Human Subject Research at the UO includes all activities that are "research", and involve "human participants" according to The Common Rule, and includes all activities that are "research" according to FDA regulations. According to The Common Rule, "research" is a systematic investigation, including clinical investigations, research development, testing and evaluation, designed to develop or contribute to generalizable knowledge and "human participants" are living individuals about whom the investigator conducting research obtains (a) data through intervention or interaction with the individual or (b) identifiable private information (45 CFR Part 46). According to FDA regulations, "research" is any experiment that involves a "test article", that is, any drug or biological product for human use, a medical device for human use, a food additive or color additive intended for human use, an electronic product or any other article subject to regulation by the Food, Drug, and Cosmetic Act; and one or more individuals who are either recipients of the test article or controls; and that either involves a drug or medical device (other than the use of an approved drug or device in the course of medical practice) or the results of the research are intended to be later submitted to, or held for inspection by, the Food and Drug Administration as part of an application for a research marketing permit.
- ~**Immediate Family Members**- includes spouses, dependent children, domestic partners, parents, and siblings.
- ~**Managerial or Leadership Role**- a significant role in the day-to-day operations of and/or strategic planning for an external entity.
- ~**Management Plans**- are the annually or more frequently updated, detailed plans for resolution/mitigation of a conflict of interest and/or commitment, upon which the faculty member and/or other UO employee as well as his or her immediate supervisor, Department Head, Director, Dean, Vice Provost, and Vice President (as appropriate, have agreed).

- ~**Materially Changed**- a substantive change in the information disclosed annually. Examples of material changes include, but are not limited to: a single consulting job that results in pecuniary benefit equal to or exceeding \$25,000, the offer to take a line management role in an external entity not previously disclosed or approved, ownership of an external entity greater than 5% not previously disclosed or approved.
- ~**One-day-in-seven**- is a privilege granted through ORS 351.067 permitting individuals holding an unclassified appointment to engage in overload and/or outside activities one day in each seven day week that are related to the area of expertise for which the individual was hired. A limited amount of averaging or aggregating of days is permitted so long as it is not to the detriment of an individual's UO obligations and does not involve prohibited compensation. The number of allowed days is prorated for appointments that are less than 1.0 FTE.
- ~**Outside Activity**- are those activities engaged in by UO faculty and other UO employees, whether or not compensated, that are not specifically a part of their University activities. Such activities include (a) participation in scholarly, professional and philanthropic activities outside UO; (b) service on advisory bodies or public commissions related to the individual's academic or professional work; (c) travel to other institutions or conferences for the purpose of presenting lectures, leading seminars or workshops or visiting the laboratories of colleagues; and (d) limited consulting. See ORS 351.070 for more specific details.
- ~**Overload Activities**- are additional, (non-stipend) paid services for campus sponsored activities above an individual's salaried compensation. Typical overload activities include: continuing education, extension services, internal consulting, non-emergency paid teaching overloads, and similar services.
- ~**Ownership Interest**- any interest that provides ownership roles and/or privileges in a not- or for-profit external entity.
- ~**Pecuniary Benefit**- financial benefit that includes not only money, but also any benefit measurable in terms of money (e.g. gifts in kind, travel, etc.).
- ~**Principal Investigator (PI)**- the Financial Conflicts of Interest regulation (42 CFR § 50.603) defines investigator as the principal investigator and any other person who is responsible for the design, conduct, or reporting of funded research. This definition, as it relates to financial interests, also includes the investigator's spouse and dependent children. As this regulation is very broad in its definition of investigator, and we therefore encourage you to consider the roles, rather than the titles, of those involved in research and the degree of independence with which those individuals work.
- ~**Professional Organizations**- are those scholarly and professional entities which promote knowledge in one's area of expertise.
- ~**Significant Financial or Fiduciary Interest**- the federal research regulations define "significant" as financial interests exceeding \$10,000 or representing more than 5% ownership regardless of dollar value.
- ~**Significant Ownership Interest**- refers to the right by which a thing (whether tangible or intangible) belongs to someone in particular, to the exclusion of all others. Ownership can be shared, as in co-ownership. **Significant** ownership, per UO policy, refers to ownership in the amount of 5% or greater.
- ~**Significant Relationship**- any relationship with an external entity, be it economic or otherwise, as owner, investor, director, trustee, partner, employee, or consultant, or any other relationship in which an individual has control or input into the direction of business practices or research.
- ~**Sponsor Funded Activity**- any activity managed by the University where funding comes from an outside source (e.g. federal grant, private donation, etc.).
- ~**University Activities**- those teaching, research, administration and service activities that are a part of one's UO employment obligations.

USE OF ONE-DAY-IN-SEVEN TIME

Receipt of compensation from private or public resources for any officer or employee of the Oregon University System is a privilege granted through Oregon Revised Statute 351.067. The UO Policy, Guidelines for Overload Compensation for Faculty, limits activities involving overload time to not more than one day in a seven day week on an average or its equivalent during the academic year or other period of appointment.

This permits individuals holding an unclassified appointment to engage in over load and/or outside activities one day in each seven day week that are **related** to the area of expertise for which the individual was hired. The outside activity will contribute to the University's mission of teaching, research, and public service. A limited amount of averaging or aggregation of days is permitted so long as it is not to the detriment of an individual's UO obligations and does not involve prohibited compensation. The number of allowed days is prorated for appointments that are less than 1.0 FTE.

Activities **unrelated** to UO responsibilities must be engaged in during times the faculty member is not under contract to UO.

One-day-in-seven time is not a broad license to engage in unlimited *overload* or outside activities. Rather, it permits: (a) faculty members to participate in additional, paid services for campus sponsored activities above their salaried compensation; (b) participation in scholarly, professional and philanthropic activities outside UO; (c) service on advisory bodies or public commissions related to the faculty member's academic or professional work, (d) travel to other institutions or conferences for the purpose of presenting lectures, leading seminars or workshops or visiting the laboratories of colleagues; and (e) limited consulting that is not to the detriment of UO obligations and does not involve prohibited compensation.

One-Day-in-Seven Table			
-----Appointment Period-----			
UO FTE	9 Month	10 Month	12 Month
0.05	2	2.2	2.6
0.10	3.9	4.3	5.2
0.15	5.9	6.5	7.8
0.20	7.8	8.6	10.4
0.25	9.8	10.8	13
0.30	11.7	12.9	15.6
0.35	13.7	15.1	18.2
0.40	15.6	17.2	20.8
0.45	17.6	19.4	23.4
0.50	19.5	21.5	26
0.55	21.5	23.7	28.6
0.60	23.4	25.8	31.2
0.65	25.4	28	33.8
0.70	27.3	30.1	36.4
0.75	29.3	32.3	39
0.80	31.2	34.4	41.6
0.85	33.2	36.6	44.2
0.90	35.1	38.7	46.8
0.95	37.1	40.9	49.4
1.0	39	43	52
Number of Days Allowed			