



## Instructions

Please refer to the University of Arizona policy on Conflict of Interest and Conflict of Commitment prior to filling out this form. The policy is available in a variety of locations, including your department head's office, your research administrator's office, your dean's office, and on the web at

[http://vpr2.admin.arizona.edu/rie/conflict\\_of\\_interest.htm](http://vpr2.admin.arizona.edu/rie/conflict_of_interest.htm)

**Please feel free to attach additional pages to this form if the space allotted is insufficient to fully describe and to explain the potential conflict of interest.**

**Section 1:** Potential conflicts of interest require a review by the Institutional Review Committee in order to determine the presence or absence of conflicts which are unacceptable or that may require management. Your assistance in supplying the Committee with sufficient information and explanation to make a determination will be appreciated and will reduce the potential for the Committee seeking additional information.

**Section 2:** The commitment of employees of the University to teaching, research, service, and other activities is defined by the University Handbook for Appointed Personnel or by the Classified Staff Personnel Policy Manual.

**Section 3:** If the activities described in either Section 1 or Section 2 involve an organization external to the University, please enter sufficient information to identify the organization.

**Section 4:** The use of students in activities described in either Section 1 or in Section 2 may create a potential for conflict of interest. Each student involved should be identified and their role explained. Complete and submit a Student Conflict of Interest Form(s) if appropriate.

**Routing:** Appointed Personnel and students should submit this form to the Vice President for Research, Administration 601. Classified staff should submit this form through their supervisor to the Associate Vice President for Business Affairs, Administration 610.