



**MIDDLE TENNESSEE STATE UNIVERSITY**  
Office of Compliance and Enterprise Risk Management

**Compliance Tip of the Month:**

**Conflict of Interest Disclosure Form and Checklist**

The University's Conflict of Interest ("COI") Policy ("Policy 12") covers financial interests, relationship interests, book royalties, gifts, externally funded projects, and other types of potential conflicts. In Spring 2018, employees will receive notification from Human Resources to complete an electronic COI Disclosure Form ("Disclosure Form"). The Disclosure Form should be completed if an employee believes he or she has a potential conflict of interest.

In addition, Section VII(F) of Policy 12 discusses the *Conflict of Interest Committee* ("COIC" or "Committee"). The COIC meets to review COI Disclosure Forms submitted by Department Chairs, Deans, Faculty, Administrators, and/or Staff. If the COIC has additional questions regarding an employee's COI Disclosure Form, the Committee may ask to meet with the employee and/or other individuals (e.g. a Director, Chair, Dean, Administrator, or others) who can provide information concerning the conflict of interest. Decisions from the COIC are emailed to the employee within 72 hours from the Committee's meeting date, unless otherwise advised by the Committee.

The COIC consists of representatives from the following offices: Offices of University Counsel; Audit and Consulting Services; and Business and Finance.

For additional information on the COI Policy, or for general questions, the following resources are available:

- Office of University Counsel
- [Office of Compliance and Enterprise Risk Management Conflict of Interest Resources](#)
- [Policy 12 – Conflict of Interest](#)
- [Conflict of Interest Checklist \(for Educational Materials Written or Authored by Faculty\)](#)

Thank you, and have a great holiday season.

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I AM *true* **BLUE**.

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