

# Conflict of Interest Form

Version 2



For guidance, refer to the Conflict of Interest Policy available at [Conflict of Interest Policy](#) and the Conflict of Interest Procedure available at [Disclose and Manage](#).

**All staff:** Please complete this form, including as much detail as possible in relation to the Conflict of Interest. After you have filled out the form, email it to the appropriate Conflict of Interest Reviewer. You can find the correct reviewer in the table at [Disclosure Channels webpage](#).

**Conflict of Interest Reviewer:** Review the disclosure and, if required, request further information from the person who disclosed. Please complete the 'Management Plan' below and any other sections that are relevant.

**Recording of the Conflict of Interest:** A record of the Conflict of Interest conclusion should be held locally on a local Register of Conflicts of Interest. Conflicts of Interest relating to Intellectual Property and/or spinout companies should be shared with OCLA after they have been through the COI reviewer via the following email address: [conflictinterest@ucc.ie](mailto:conflictinterest@ucc.ie).

Name:	<input type="text"/>	Job Title:	<input type="text"/>
Email:	<input type="text"/>	Staff #:	<input type="text"/>
Reporting to:	<input type="text"/>	Head of College/Functional Area:	<input type="text"/>
COI Reviewer: (Name)	<input type="text"/>	COI Reviewer: (Email)	<input type="text"/>

## POTENTIAL CONFLICT OF INTEREST DETAILS

\*Please provide details of the potential Conflict of Interest in the box below

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Conflict Type:

☐ None

☐ Actual

☐ Perceived

☐ Potential

Conflict Category:

☐ Academic

☐ Directorship/  
Consultancy

☐ Recruitment/  
Promotions

☐ Research

☐ Sale/Supply  
/ Purchase

☐ Spinout/  
Startup/IP

## MANAGEMENT PLAN

*\*Describe how the Conflict of Interest will be managed, any actions that need to be undertaken by the staff member to address the Conflict of Interest and how the management of the Conflict of Interest will be monitored. If a follow-up is necessary or a review is required, please provide details.*

## REVIEW

Is a Review Required:

Yes

☐

No

☐

Review Date:

*\* If a review is required set out the details here*

Review Details: