

# Conflict Disclosure Guide

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## Conflict Disclosure Forms Overview

All faculty members are required to complete the **External Activities and Conflicts of Commitment** and **Significant Financial Conflict of Interest** forms. This year, these will appear as separate forms, a change from past years. Depending on your research and additional administrative roles, you may also be required to complete the **Additional Activities for Funded Research** and/or **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** forms.

## Accessing Conflict Disclosure Forms

There are two possible ways to access the Conflict Disclosure Forms.

1. After getting to the **Interfolio Home Page** through the **Faculty Annual Report** link in **Agora**, you can access your forms under **My Tasks** on your Home Page. Click on any given disclosure to be taken to the landing page for that form. Note: If you have already submitted your forms, they will no longer appear on your Home Page.

The screenshot shows the 'My Tasks' section of the Interfolio interface. On the left is a navigation menu with items like Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main area displays 'My Tasks' with a notification badge of 5. Below this, there are two summary boxes: '5 Unread Tasks' and '0 Read Tasks'. A table lists the tasks with columns for 'Title' and 'Due Date'. The tasks listed are:

| Title   | Due Date |
|---|----------|
| <a href="#">2020 Faculty Annual Report</a><br>Activity Input   2020-11-09 1:37 pm - Ongoing   |          |
| <a href="#">2020 External Activities and Conflicts of Commitment</a><br>Activity Input   2020-11-06 3:08 pm - Ongoing                   |          |
| <a href="#">2020 Significant Financial Conflict of Interest</a><br>Activity Input   2020-11-06 3:12 pm - Ongoing                        |          |
| <a href="#">2020 Additional Activities for Funded Research</a><br>Activity Input   2020-11-06 3:13 pm - Ongoing                         |          |
| <a href="#">2020 Conflict of Interest for Faculty with Administrative or Fiscal...</a><br>Activity Input   2020-11-06 3:16 pm - Ongoing |          |

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2. Use the left-side menu to access the **Forms & Reports** page, and click on the desired form in the “Initiated Activity Input Forms” section. Note: the year listed on the form will update annually.

Boston College (P) >

## Forms & Reports

▶ Forms

▼ Initiated Activity Input Forms

| Initiated process  | Status  |
|--|---------|
| <a href="#">2020 Additional Activities for Funded Research</a>                                       | Pending |
| <a href="#">2020 Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities</a> | Pending |
| <a href="#">2020 External Activities and Conflicts of Commitment</a>                                 | Pending |
| <a href="#">2020 Faculty Annual Report</a>   | Pending |

▼ Reports

- [Prior Activity Input Forms](#)
- ["My Activities" Reporting](#)

## EXTERNAL ACTIVITIES AND CONFLICTS OF COMMITMENT

## External Activities and Conflicts of Commitment: Overview and Navigation

The **External Activities and Conflicts of Commitment** form is used to report a faculty member’s external activities. A conflict of commitment occurs when a faculty member’s commitment to external activities adversely affects his/her capacity to meet University responsibilities. For more information on Conflicts of Commitment, please visit [the Faculty Handbook](#).

In order to begin your **External Activities and Conflicts of Commitment** form click Add. If you would like to expand or minimize a certain section, click on the heading or the triangle to the left of the section title. **You must complete a disclosure form even if you have nothing to disclose by clicking Add and answering NO to the required questions.**

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2020 External Activities and Conflicts of Commitment

Activity Period: Spring 2020 - Fall 2020  
Status: Not Submitted, Last updated on Nov 6, 2020

0

Submit For Review Save and Go Back Cancel

Jump to Section

Instructions

External Activities and Conflicts of Commitment

To complete the form, please click ADD and answer the prompted questions for each conflict.  
If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to prompted required questions.

| Do you have or have you had in the preceding twelve months any position, affiliation, or appointment with any other organization? | If yes, Name of Organization | Is the organization a non-US entity or otherwise based outside the United States? | If yes, please list the country | Please indicate your role | Describe your responsibilities and activities with the organization. Include title if applicable. | Approximate time spent on this activity (days per year). | Did you receive any compensation, travel reimbursement, sponsored travel, or other resources from the organization? Resources include, but are not limited to, those that are only in-kind (e.g., office/laboratory space, equipment, scientific materials, personnel or other service by non-BC post-docs and students). | Were or will any Boston College resources be used, including facilities, personnel, equipment, materials or information in connection with this appointment? | In submitting this form I certify that the information is true and complete to the best of my knowledge | Please select today's date | Start Semester | End Semester | Actions |
|---|------------------------------|---|---------------------------------|---------------------------|---|--|---|--|---|----------------------------|----------------|--------------|---------|
| No  |                              | Don't Know  |                                 |                           |   |  |   |  | I agree   | 2020-10-27                 | Spring 2020    | Fall 2020    |         |

Add View All

External Activities and Conflicts of Commitment Section A: Potential Conflict of Commitment

- Required questions are noted with an asterisk (\*).
- **You must complete this form, even if you have no conflicts to disclose.** If you have no disclosures to report, select the appropriate semesters for the disclosure period (typically Spring and Fall of the calendar year), and answer NO to the required question(s). Please do not select 'Ongoing' for the end semester.
- If you have disclosures to report, select the appropriate semesters for your disclosure, and answer the required question(s) and related follow-up questions. **You must complete a separate form for each organization in which you have a conflict of commitment.**
- Please only select an 'Ongoing' end semester if your conflict will carry over to the next calendar year.

**A** Instructions

Please answer the questions below for each potential Conflict of Commitment. If you have more than one conflict to report, please click "Save and Add Another" at the bottom to open a new disclosure screen. When you have completed your disclosure(s), please click "Save and Go Back." **Please use "ongoing" ONLY if the conflict is still in progress.** If you have no conflicts to report, please select a Spring 2020 start semester and Fall 2020 end semester.

Please disclose any affiliations and activities with for-profit organizations, non-profit organizations, other universities, foreign governments and agencies. This includes titled academic, professional, or institutional appointments involving teaching, research, consulting, and advising, whether compensation is received or not, whether full-time, part-time, honorary, or voluntary, and whether domestic or foreign.

|  |                      |         |
|--|----------------------|---------|
| Start Semester*  | Spring               | 2020    |
| End Semester*  | Ongoing              | Ongoing |
| Do you have or have you had in the preceding twelve months any position, affiliation, or appointment with any other organization?* | Select               |         |
| If yes, Name of Organization   | <input type="text"/> |         |
| Is the organization a non-US entity or otherwise based outside the United States?  | Select               |         |
| If yes, please list the country  | Select               |         |
| Please indicate your role  | Select               |         |
| Describe your responsibilities and activities with the organization. Include title if applicable.                                  | <input type="text"/> |         |
| Approximate time spent on this activity (days per year).   | <input type="text"/> |         |



External Activities and Conflicts of Commitment Section B: Certification

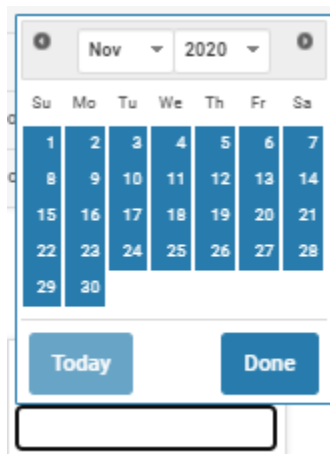
In Section B, please certify your disclosure.

- Certify that you have provided true and complete information by clicking “Select” and then “I agree.”
- Select the date to certify your form. You may either type the date in or use the pop-up calendar.

**B** Certification

Please certify and date your disclosure.

|  |                      |
|--|----------------------|
| In submitting this form I certify that the information is true and complete to the best of my knowledge* | Select ▼             |
| Please select today's date*  | <input type="text"/> |



## Saving and Editing Your Disclosures

## Saving your Disclosure(s)

If you wish to report another conflict of commitment, click **Save and Add Another**. If you have no additional disclosures, click **Save and Go Back** to return to the External Activities and Conflicts of Commitment home page. Clicking **Save** will save your answers but keep you on the same entry screen. Clicking **Cancel** will produce a pop-up window letting you know that you will lose your answers unless you saved first.

**B** Certification

Please certify and date your disclosure.

|  |                      |
|--|----------------------|
| In submitting this form I certify that the information is true and complete to the best of my knowledge* | Select ▼             |
| Please select today's date*  | <input type="text"/> |


**Save****Save and Add Another****Save and Go Back****Cancel**

Editing your Disclosure(s)

On the **External Activities and Conflicts of Commitment** landing page, you will see a list of all of your current disclosures.

You may edit previously saved disclosures by clicking on the icons on the far right of any disclosure line. If you make edits to a disclosure, please be sure to update the current date and recertify your disclosure.

To edit a disclosure, click . To duplicate a disclosure and copy the information into a new row, click .

To delete an existing disclosure, click on . If you choose to delete an entry, you will receive a prompt – “Are you sure you want to delete this?” Choose “OK” or “Cancel”

2020 External Activities and Conflicts of Commitment

Activity Period: Spring 2020 - Fall 2020 | Status: Not Submitted, Last updated on Nov 6, 2020 | 0 | Preview

[Submit For Review](#) [Save and Go Back](#) [Cancel](#)

[Jump to Section](#) | [Show All](#) | [Hide All](#)




▶ Instructions

▼ External Activities and Conflicts of Commitment

[Help](#)

To complete the form, please click ADD and answer the prompted questions for each conflict.

*If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to prompted required questions.*

| Do you have or have you had in the preceding twelve months any position, affiliation, or appointment with any other organization? | If yes, Name of Organization | Is the organization a non-US entity or otherwise based outside the United States? | If yes, please list the country | Please indicate your role | Describe your responsibilities and activities with the organization. Include title if applicable. | Approximate time spent on this activity (days per year). | Did you receive any compensation, travel reimbursement, sponsored travel, or other resources from the organization? Resources include, but are not limited to, those that are only in-kind (e.g., office/laboratory space, equipment, scientific materials, personnel or other service by non-BC post-docs and students). | Were or will any Boston College resources be used, including facilities, personnel, equipment, materials or information in connection with this appointment? | In submitting this form I certify that the information is true and complete to the best of my knowledge | Please select today's date | Start Semester | End Semester | Actions   |
|---|------------------------------|---|---------------------------------|---------------------------|---|--|---|--|---|----------------------------|----------------|--------------|---|
| No  |                              | Don't Know  |                                 |                           |   |  |   |  | I agree   | 2020-10-27                 | Spring 2020    | Fall 2020    |    |

[Add](#) [View All](#)

Submitting Your External Activities and Conflicts of Commitment Form

When you are finished adding disclosures to the **External Activities and Conflicts of Commitment** form, click **Submit For Review** on the top or bottom of the landing page.

2020 External Activities and Conflicts of Commitment

Activity Period: Spring 2020 - Fall 2020      Status: Not Submitted, Last updated on Nov 6, 2020      0      Preview

**Submit For Review**   **Save and Go Back**   **Cancel**

Jump to Section ▾

▶ Instructions

▾ External Activities and Conflicts of Commitment

To complete the form, please click ADD and answer the prompted questions for each conflict.  
*If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to prompted required questions.*

| Do you have or have you had in the preceding twelve months any position, affiliation, or appointment with any other organization? | If yes, Name of Organization | Is the organization a non-US entity or otherwise based outside the United States? | If yes, please list the country | Please indicate your role | Describe your responsibilities and activities with the organization. Include title if applicable. | Approximate time spent on this activity (days per year). | Did you receive any compensation, travel reimbursement, sponsored travel, or other resources from the organization? Resources include, but are not limited to, those that are only in-kind (e.g., office/laboratory space, equipment, scientific materials, personnel or other service by non-BC post-docs and students). | Were or will any Boston College resources be used, including facilities, personnel, equipment, materials or information in connection with this appointment? | In submitting this form I certify that the information is true and complete to the best of my knowledge |
|---|------------------------------|---|---------------------------------|---------------------------|---|--|---|--|---|
| No  |                              | Don't Know  |                                 |                           |   |  |   |  | I agree   |

**Add**   **View All**

**Submit For Review**   **Save and Go Back**   **Cancel**

The **Status** section at the top will now indicate that the form has been submitted, the date it was submitted or edited, and the **External Activities and Conflicts of Commitment** form will disappear from your **My Tasks** dashboard on the Interfolio Home page.

2020 External Activities and Conflicts of Commitment

Activity Period  
Spring 2020 - Fall 2020

**Status**  
Submitted, Last updated on Nov 18, 2020

0

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---

Jump to Section ▾

▶ [Instructions](#)

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▾ [External Activities and Conflicts of Commitment](#)

---

To complete the form, please click ADD and answer the prompted questions for each conflict.


*If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to prompted required questions.*

| Do you have or have you had in |  | Is the organization |  |  | Describe your | Approximate | Did you receive any compensation, travel reimbursement, sponsored travel, | Were or will Boston Col resources I |
|--------------------------------|--|---------------------|--|--|---------------|-------------|---|-------------------------------------|
|--------------------------------|--|---------------------|--|--|---------------|-------------|---|-------------------------------------|

SIGNIFICANT FINANCIAL CONFLICT OF INTEREST

Significant Financial Conflict of Interest: Overview & Navigation

The **Significant Financial Conflict of Interest** form is used to report interests external to the University. A conflict of interest exists in any situation in which a faculty member has an outside interest that might affect, or appear to affect, his or her judgment in carrying out University responsibilities. For more information on Conflicts of Interest, please visit [the Faculty Handbook](#).

In order to begin your **Significant Financial Conflict of Interest** form click . If you would like to expand or minimize a certain section of the form, click the triangle to the left of the section title. **You must complete a disclosure form even if you have nothing to disclose by clicking Add and answering NO to the required questions.**

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### 2020 Significant Financial Conflict of Interest

Activity Period: Spring 2020 - Fall 2020

Status: Not Submitted, Last updated on Nov 6, 2020

0 Preview

Submit For Review
Save and Go Back
Cancel

Jump to Section
Show All | Hide All

▶ Instructions

▼ Significant Financial Conflict of Interest Help

*To complete the form, please click ADD and answer the prompted questions for each conflict.*

*If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to the prompted required questions.*

Please answer the questions below for each potential Financial Conflict of Interest. If you have more than one conflict to report, please click "Save and Add Another" at the bottom. When you have completed your disclosure(s), please click "Save and Go Back." *Please use "ongoing" ONLY if the conflict is still in progress.* If you have no conflicts to report, please select a Spring 2020 start semester and Fall 2020 end semester.

For purposes of this disclosure:

**Family member** includes a spouse, a domestic partner, child, brother, sister, financial dependent, or any of their spouses.

**Institutional Responsibilities** are the responsibilities associated with your BC appointment or position, such as research; teaching; administration; conference attendance, research presentations or lectures at other universities or uncompensated publication review, and service on BC committees.

**Equity interest** includes any stock, stock option or other ownership interest, as determined through reference to public prices or other reasonable measure of fair market value.

**Remuneration** includes salary and any payment for services not otherwise identified as salary (e.g. consulting fees, honoraria, paid authorship, income from intellectual property rights and interests).

| In the preceding twelve months, did you or a family member receive or possess any of the following from an organization whose interests could reasonably appear to be related to your institutional responsibilities as noted above? | If yes, name of Organization | Who holds the interest, self or family member? | Is this organization a non-US entity or otherwise based outside the United States? | If yes, please list country | Describe your responsibilities and activities with the organization. | Is the organization a publicly traded corporation or non-publicly traded? | Amount of remuneration received | Approximate value of equity interests (either percentage or market value): | Does the organization have or is it seeking a business relationship with Boston College? | In submitting this form I certify that the information is true and complete to the best of my knowledge | Please indicate today's date | Start Semester | End Semester | Actions |
|--|------------------------------|--|--|-----------------------------|--|---|---------------------------------|--|--|---|------------------------------|----------------|--------------|---------|
| No   |                              |  |  |                             |  |   |                                 |  |  | I agree   | 2020-10-28                   | Spring 2020    | Fall 2020    |         |

Add
View All

## Significant Financial Conflict of Interest Section A: Potential Conflict of Interest

- Required questions are noted with an asterisk (\*).
- **You must complete this form, even if you have no conflicts to disclose.** If you have no disclosures to report, select the appropriate semesters for the disclosure period (typically Spring and Fall of the calendar year), and answer NO to the required question(s). Please do not select 'Ongoing' for the end semester.
- If you have disclosures to report, select the appropriate semesters for your disclosure, and answer the required question(s) and related follow-up questions. **You must complete a separate form for each organization in which you have a conflict of interest.**
- Please only select an 'Ongoing' end semester if your conflict will carry over to the next calendar year.

**A** Instructions

In the preceding twelve months, did you or a family member receive or possess any of the following from an organization whose interests could reasonably appear to be related to your institutional responsibilities?

1. Receive remuneration in excess of \$5,000
2. For **publicly** traded organization, hold equity interests whose value as of the date of disclosure when aggregated with any remuneration exceeds \$5,000
3. For **non-publicly** traded organization, hold any equity interests regardless of value
4. Receive income arising from intellectual property rights and interests (e.g. patents, copyrights), other than remuneration from authorship of academic or other scholarly works.

The following do not need to be disclosed if they are derived from a U.S. organization:

1. Salary, royalties, or other remuneration received from BC;
2. Royalties generated by intellectual property rights arising out of university employment that are assigned to BC;
3. Remuneration from authorship of academic or scholarly works
4. Interests of any amount in investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not control the investment decisions made in these vehicles.
5. Income less than \$5,000 from a U.S. government agency, a U.S. university, a U.S. academic teaching hospital, a U.S. medical center, or a U.S. research institute that is affiliated with a university for engaging in the following activities: Seminars, Lectures, Teaching, Service on advisory committees or review panels

**Please note that income, remuneration, and reimbursement from any non-US entity or otherwise based outside the United States MUST be disclosed.**

|   |         |         |
|---|---------|---------|
| Start Semester*   | Spring  | 2020    |
| End Semester*   | Ongoing | Ongoing |
| In the preceding twelve months, did you or a family member receive or possess any of the following from an organization whose interests could reasonably appear to be related to your institutional responsibilities as noted above?* |         | Select  |



Significant Financial Conflict of Interest Section B: Certification

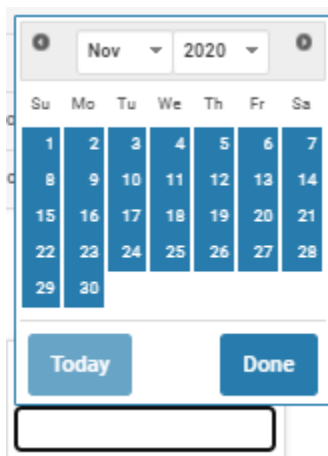
In Section B, please certify your disclosure.

- Certify that you have provided true and complete information by clicking “Select” and then “I agree.”
- Select the date to certify your form. You may either type the date in or use the pop-up calendar.

**B** Certification

Please certify and date your disclosure.

|  |                      |
|--|----------------------|
| In submitting this form I certify that the information is true and complete to the best of my knowledge* | Select ▼             |
| Please indicate today's date*  | <input type="text"/> |



Saving and Editing Your Disclosures

Saving your Disclosure(s)

If you wish to report another conflict of interest, click **Save and Add Another**. If you have no additional disclosures, click **Save and Go Back** to return to the Significant Financial Conflict of Interest home page. Clicking **Save** will save your answers but keep you on the same entry screen. Clicking **Cancel** will produce a pop-up window letting you know that you will lose your answers unless you saved first.

**B** Certification

Please certify and date your disclosure.

|  |                      |
|--|----------------------|
| In submitting this form I certify that the information is true and complete to the best of my knowledge* | Select ▼             |
| Please indicate today's date*  | <input type="text"/> |


**Save**   **Save and Add Another**   **Save and Go Back**   **Cancel**

Editing your Disclosure(s)

On the **Significant Financial Conflict of Interest** landing page, you will see a list of all of your current disclosures.

You may edit previously saved disclosures by clicking on the icons on the far right of any disclosure line. If you make edits to a disclosure, please be sure to update the current date and recertify your disclosure.

To edit a disclosure, click . To duplicate a disclosure and copy the information into a new row, click .

To delete an existing disclosure, click on . If you choose to delete an entry, you will receive a prompt – “Are you sure you want to delete this?” Choose “OK” or “Cancel”

2020 Significant Financial Conflict of Interest

Activity Period  
Spring 2020 - Fall 2020

Status  
Not Submitted, Last updated on Nov 6, 2020

0

Preview  
Preview

Submit For Review Save and Go Back Cancel

Jump to Section

Show All | Hide All

Instructions

Significant Financial Conflict of Interest

| In the preceding twelve months, did you or a family member receive or possess any of the following from an organization whose interests could reasonably appear to be related to your institutional responsibilities as noted above? | If yes, name of Organization | Who holds the interest, self or family member? | Is this organization a non-US entity or otherwise based outside the United States? | If yes, please list country | Describe your responsibilities and activities with the organization. | Is the organization a publicly traded corporation or non-publicly traded? | Amount of remuneration received | Approximate value of equity interests (either percentage or market value): | Does the organization have or is it seeking a business relationship with Boston College? | In submitting this form I certify that the information is true and complete to the best of my knowledge | Please indicate today's date | Start Semester | End Semester | Actions   |
|--|------------------------------|--|--|-----------------------------|--|---|---------------------------------|--|--|---|------------------------------|----------------|--------------|---|
| No   |                              |  |  |                             |  |   |                                 |  |  | I agree   | 2020-10-28                   | Spring 2020    | Fall 2020    |    |

Add View All

### Submitting Your Significant Financial Conflict of Interest Form

When you are finished adding disclosures to the **Significant Financial Conflict of Interest** form, click **Submit For Review** on the top or bottom of the landing page.

2020 Significant Financial Conflict of Interest

Activity Period  
Spring 2020 - Fall 2020

Status  
Not Submitted, Last updated on Nov 6, 2020

0

Submit For Review Save and Go Back Cancel

Jump to Section ▾

▶ Instructions

▾ Significant Financial Conflict of Interest

To complete the form, please click ADD and answer the prompted questions for each conflict.

If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to the prompted required questions.

Please answer the questions below for each potential Financial Conflict of Interest. If you have more than one conflict to report, please click "Save and Add Another" at the bottom. When you have completed your disclosure have no conflicts to report, please select a Spring 2020 start semester and Fall 2020 end semester.

For purposes of this disclosure:

**Family member** includes a spouse, a domestic partner, child, brother, sister, financial dependent, or any of their spouses.

**Institutional Responsibilities** are the responsibilities associated with your BC appointment or position, such as research; teaching; administration; conference attendance, research presentations or lectures at other universities.

**Equity interest** includes any stock, stock option or other ownership interest, as determined through reference to public prices or other reasonable measure of fair market value.

**Remuneration** includes salary and any payment for services not otherwise identified as salary (e.g. consulting fees, honoraria, paid authorship, income from intellectual property rights and interests).

| In the preceding twelve months, did you or a family member receive or possess any of the following from an organization whose interests could reasonably appear to be related to your institutional responsibilities as noted above? | If yes, name of Organization | Who holds the interest, self or family member? | Is this organization a non-US entity or otherwise based outside the United States? | If yes, please list country | Describe your responsibilities and activities with the organization. | Is the organization a publicly traded corporation or non-publicly traded? | Amount of remuneration received | Approximate value of equity interests (either percentage or market value): |
|--|------------------------------|--|--|-----------------------------|--|---|---------------------------------|--|
| No   |                              |  |  |                             |  |   |                                 |  |

No

Add View All

Submit For Review Save and Go Back Cancel

The **Status** section at the top will now indicate that the form has been submitted, the date it was submitted or edited, and the **Significant Financial Conflict of Interest** form will disappear from your **My Tasks** dashboard on the Interfolio Home page.

### 2020 Significant Financial Conflict of Interest

Activity Period

Spring 2020 - Fall 2020

Status

Submitted, Last updated on Nov 18, 2020

0

Submit For Review

Save and Go Back

Cancel

Jump to Section ▾

▶ Instructions

▼ Significant Financial Conflict of Interest

To complete the form, please click ADD and answer the prompted questions for each conflict.

*If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to the prompted required questions.*

Please answer the questions below for each potential Financial Conflict of Interest. If you have more than one conflict to report, please click "Save and Add use "ongoing" ONLY if the conflict is still in progress. If you have no conflicts to report, please select a Spring 2020 start semester and Fall 2020 end semester.


For purposes of this disclosure:

**Family member** includes a spouse, a domestic partner, child, brother, sister, financial dependent, or any of their spouses.

## ADDITIONAL ACTIVITIES FOR FUNDED RESEARCH

Additional Activities for Funded Research: Overview and Navigation

Faculty who conduct research may be required to fill out the **Additional Activities for Funded Research** form. The form will appear on your Interfolio homepage if you are required to complete this additional disclosure. If you believe you received this form in error, please email [bcfarhelp@bc.edu](mailto:bcfarhelp@bc.edu).

In order to begin your **Additional Activities for Funded Research** form click . If you would like to expand or minimize a certain section, click on the heading or the triangle to the left of the section title. **You must complete a disclosure form even if you have nothing to disclose by clicking Add and answering NO to the required questions.**

Boston College (P) > Forms & Reports >

## Forms & Reports

Activity Input

### 2020 Additional Activities for Funded Research

Activity Period: Spring 2020 - Fall 2020      Status: Not Submitted, Last updated on Nov 6, 2020

[Submit For Review](#)   [Save and Go Back](#)   [Cancel](#)

[Jump to Section](#)

[▶ Instructions](#)

[▼ Additional Disclosures for Funded Research](#)

To complete the Additional Activities for Funded Research form, please click ADD and answer the prompted questions for each conflict.  
*If you have nothing to disclose, you still must click ADD and answer NO to prompted required questions.*

|   |                             |  |  |  |   |  |  |   |                              |
|---|-----------------------------|--|--|--|---|--|--|---|------------------------------|
| 1. Do you, or have you in the preceding twelve months, collaborated with, hired or involved a family member in your funded research activities? | 1a. If yes, please explain. | 2. In the preceding twelve months, have you received any other resources or support for your research endeavors that you have not yet already disclosed in either your External Activities/Conflicts of Commitment or Significant Financial Conflict of Interest forms? Resources include, but are not limited to, those that are in-kind (e.g. office/laboratory space, equipment, scientific materials, personnel or student time). You should not disclose support received from or through BC. | 2a. If yes, name of organization(s) providing resources. | 2b. If the organization is a non-US entity or otherwise based outside the United States, please list country(ies). | 2c. Please describe your relationship with the organization(s). | 3. Other than what is disclosed above, will any component of the funded research be conducted outside of the United States (e.g., performance of work by you or collaborators in a foreign location, whether or not grant funds are expended)? | 3b. Please provide a brief description of activities, including names of organizations or collaborators who will conduct the research. | 4. Other than what is disclosed above, in the preceding twelve months, have you been engaged in any activity that is or could reasonably appear to be service to a non-US university, non-US government, or other non-US entity? NOTE: Exclude service in the form of manuscript reviews for foreign journals and evaluations for promotion and tenure cases. | 4a. If yes, please describe. |
| No  | No                          | No   | No   | No   | No  | No   | No   | No  |                              |

[Add](#)   [View All](#)

Additional Activities for Funded Research Section A: Potential Conflict

- Required questions are noted with an asterisk (\*).
- **You must complete this form, even if you have nothing to disclose.** If you have no disclosures to report, select the appropriate semesters for the disclosure period (typically Spring and Fall semester of that calendar year), and answer NO to the required question(s). Please do not select 'Ongoing' for the end semester.
- Please note, unlike the **External Activities/Conflicts of Commitment** and **Significant Financial Conflict of Interest** forms, for your **Additional Activities for Funded Research** disclosures, **you will only complete one form each year, regardless of how many organizations you may be involved with.** If you have multiple relevant answers for a question, please select YES and explain in the comment boxes for the follow up questions.

**A** Instructions

Please answer the questions below regarding additional activities that you have not already disclosed on your External Activities/Conflict of Commitment or Significant Financial Conflict of Interest forms. If you have no activity to report, please answer NO to the required questions and certify at the bottom.

|   |                      |
|---|----------------------|
| Start Semester*   | Spring ▼ 2020 ▼      |
| End Semester*   | Ongoing ▼ Ongoing ▼  |
| 1. Do you, or have you in the preceding twelve months, collaborated with, hired or involved a family member in your funded research activities?*  | Select ▼             |
| 1a. If yes, please explain.   | <input type="text"/> |
| 2. In the preceding twelve months, have you received any other resources or support for your research endeavors that you have not yet already disclosed in either your External Activities/Conflicts of Commitment or Significant Financial Conflict of Interest forms? Resources include, but are not limited to, those that are in-kind (e.g. office/laboratory space, equipment, scientific materials, personnel or student time). You should not disclose support received from or through BC.* | Select ▼             |
| 2a. If yes, name of organization(s) providing resources.  | <input type="text"/> |
| 2b. If the organization is a non-US entity or otherwise based outside the United States, please list country(ies).  | <input type="text"/> |
| 2c. Please describe your relationship with the organization(s).   | <input type="text"/> |



Additional Activities for Funded Research Section B: Certification

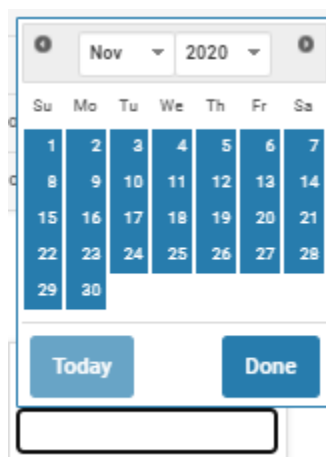
In Section B, please certify your disclosure.

- Certify that you have provided true and complete information by clicking “Select” and then “I agree.”
- Select the date to certify your form. You may either type the date in or use the pop-up calendar.

**B** Certification

Please certify and date your disclosure.

|  |                      |
|--|----------------------|
| In submitting this form I certify that the information is true and complete to the best of my knowledge* | Select ▼             |
| Please indicate today's date*  | <input type="text"/> |



### Saving and Editing Your Disclosure

#### Saving your Disclosure

When you are finished answering all required questions and any applicable sub-questions, click **Save and Go Back** to return to the Additional Activities for Funded Research home page. Clicking **Save** will save your answers but keep you on the same entry screen. Clicking **Cancel** will produce a pop-up window letting you know that you will lose your answers unless you saved first. As you only need to complete this form once for all disclosures, please do not select **Save and Add Another**.

#### **B** Certification

Please certify and date your disclosure.



|  |                      |
|--|----------------------|
| In submitting this form I certify that the information is true and complete to the best of my knowledge* | Select ▼             |
| Please indicate today's date*  | <input type="text"/> |


- 
- Save
  - Save and Add Another
  - Save and Go Back
  - Cancel

Editing your Disclosure

On the **Additional Activities for Funded Research** landing page, you will see a list of all of your current disclosures.

You may edit previously saved disclosures by clicking on the icons on the far right of any disclosure line. If you make edits to a disclosure, please be sure to update the current date and recertify your disclosure.

To edit a disclosure, click . To duplicate a disclosure and copy the information into a new row, click .

To delete an existing disclosure, click on . If you choose to delete an entry, you will receive a prompt – “Are you sure you want to delete this?” Choose “OK” or “Cancel”

2020 Additional Activities for Funded Research

Activity Period: Spring 2020 - Fall 2020

Status: Not Submitted, Last updated on Nov 6, 2020

0

Submit For Review Save and Go Back Cancel

Preview

Jump to Section




Show All Hide All

Instructions

Additional Disclosures for Funded Research

To complete the Additional Activities for Funded Research form, please click ADD and answer the prompted questions for each conflict.

If you have nothing to disclose, you still must click ADD and answer NO to prompted required questions.

| 1. Do you, or have you in the preceding twelve months, collaborated with, hired or involved a family member in your funded research activities? | 1a. If yes, please explain. | 2. In the preceding twelve months, have you received any other resources or support for your research endeavors that you have not yet already disclosed in either your External Activities/Conflicts of Commitment or Significant Financial Conflict of Interest forms? Resources include, but are not limited to, those that are in-kind (e.g. office/laboratory space, equipment, scientific materials, personnel or student time). You should not disclose support received from or through BC. | 2a. If yes, name of organization(s) providing resources. | 2b. If the organization is a non-US entity or otherwise based outside the United States, please list country(ies). | 2c. Please describe your relationship with the organization(s). | 3. Other than what is disclosed above, will any component of the funded research be conducted outside of the United States (e.g., performance of work by you or collaborators in a foreign location, whether or not grant funds are expended)? | 3b. Please provide a brief description of activities, including names of organizations or collaborators who will conduct the research. | 4. Other than what is disclosed above, in the preceding twelve months, have you been engaged in any activity that is or could reasonably appear to be service to a non-US university, non-US government, or other non-US entity? NOTE: Exclude service in the form of manuscript reviews for foreign journals and evaluations for promotion and tenure cases. | 4a. If yes, please describe. | 5. In the preceding twelve months, has any organization sponsored or reimbursed travel that has not been disclosed in your External Activities/Conflicts of Commitment or Significant Financial Conflict of Interest forms? Reimbursement or sponsored travel from the following does NOT need to be disclosed if it is less than \$5,000: a U.S. government agency, a U.S. university, a U.S. academic teaching hospital, a U.S. medical center, or a U.S. research institute that is affiliated with a university. These exceptions to disclosure apply ONLY to U.S. sources: Income, remuneration, and reimbursement from all foreign sources MUST be disclosed. | 5a. If yes, name of organization(s). | 5b. If the organization is a non-US entity or otherwise based outside of the United States, please list country(ies). | 5c. Amount received. | 5d. Please describe your services for the organization(s). | In submitting this form I certify that the information is true and complete to the best of my knowledge | Please indicate today's date | Start Semester | End Semester | Actions   |
|---|-----------------------------|--|--|--|---|--|--|---|------------------------------|---|--------------------------------------|---|----------------------|--|---|------------------------------|----------------|--------------|---|
| No  |                             | No   |  |  |   | No   |  | No  |                              | No  |                                      |   |                      |  | I agree   | 2020-10-28                   | Spring 2020    | Fall 2020    |    |

Add View All

### Submitting Your Additional Activities for Funded Research Form

To submit your **Additional Activities for Funded Research** form, click **Submit for Review** on the top or bottom of the page.

2020 Additional Activities for Funded Research

Activity Period: Spring 2020 - Fall 2020      Status: Not Submitted, Last updated on Nov 6, 2020

**Submit For Review**   **Save and Go Back**   **Cancel**

**Jump to Section** ▾

▶ **Instructions**

▾ **Additional Disclosures for Funded Research**

To complete the Additional Activities for Funded Research form, please click ADD and answer the prompted questions for each conflict.  
*If you have nothing to disclose, you still must click ADD and answer NO to prompted required questions.*

|   |                             |  |  |  |   |  |  |   |
|---|-----------------------------|--|--|--|---|--|--|---|
| 1. Do you, or have you in the preceding twelve months, collaborated with, hired or involved a family member in your funded research activities? | 1a. If yes, please explain. | 2. In the preceding twelve months, have you received any other resources or support for your research endeavors that you have not yet already disclosed in either your External Activities/Conflicts of Commitment or Significant Financial Conflict of Interest forms? Resources include, but are not limited to, those that are in-kind (e.g. office/laboratory space, equipment, scientific materials, personnel or student time). You should not disclose support received from or through BC. | 2a. If yes, name of organization(s) providing resources. | 2b. If the organization is a non-US entity or otherwise based outside the United States, please list country(ies). | 2c. Please describe your relationship with the organization(s). | 3. Other than what is disclosed above, will any component of the funded research be conducted outside of the United States (e.g., performance of work by you or collaborators in a foreign location, whether or not grant funds are expended)? | 3b. Please provide a brief description of activities, including names of organizations or collaborators who will conduct the research. | 4. Other than what is disclosed above, in the preceding twelve months, have you been engaged in any activity that is or could reasonably appear to be service to a non-US university, non-US government, or other non-US entity? NOTE: Exclude service in the form of manuscript reviews for foreign journals and evaluations for promotion and tenure cases. |
| No  |                             | No   |  |  |   | No   |  | No  |

**Add**   **View All**

**Submit For Review**   **Save and Go Back**   **Cancel**

The **Status** section at the top will now indicate that the form has been submitted, the date it was submitted or edited, and the **Additional Activities for Funded Research** form will disappear from your **My Tasks** dashboard on the Interfolio Home page.

### 2020 Additional Activities for Funded Research

Activity Period

Spring 2020 - Fall 2020

Status

Submitted, Last updated on Nov 24, 2020

0

Preview

Preview

Submit For Review

Save and Go Back

Cancel

Jump to Section ▾

Show

▶ Instructions

▾ Additional Disclosures for Funded Research

To complete the Additional Activities for Funded Research form, please click ADD and answer the prompted questions for each conflict.


*If you have nothing to disclose, you still must click ADD and answer NO to prompted required questions.*

|  |  |  |  |  |  |  |  |   |  |
|--|--|--|--|--|--|--|--|---|--|
|  |  | 2. In the preceding twelve months, have you received |  |  |  |  |  | 4. Other than what is disclosed above, in the preceding |  |
|--|--|--|--|--|--|--|--|---|--|

CONFLICT OF INTEREST FOR FACULTY WITH ADMINISTRATIVE OR FISCAL RESPONSIBILITIES

Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities: Overview & Navigation

The **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** form is required for faculty with administrative and/or fiscal responsibilities in addition to their faculty role. Boston College requires that University administrators and staff adhere to the highest ethical standards in the conduct of University business. In keeping with this, all employees of Boston College are required to be familiar with the University’s Policy on Professional Standards and Business Conduct -- Conflict of Interest and Commitment which requires the disclosure of all business interests, affiliations and relationships, by you or an immediate family member, that could reasonably give rise to a conflict of interest. For more information on the University Conflict of Interest Policy, please visit the [Internal Audit Department](#).

In order to begin your **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** form click . If you would like to expand or minimize a certain section of the form, click the triangle to the left of the section title. **You must complete a disclosure form even if you have nothing to disclose by clicking Add and answering NO to the required questions.**

Boston College (P) > Forms & Reports >

## Forms & Reports

Activity Input

### 2020 Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities

Activity Period: Spring 2020 - Fall 2020      Status: Not Submitted, Last updated on Nov 6, 2020

[Submit For Review](#)   [Save and Go Back](#)   [Cancel](#)

[Jump to Section](#) ▾

▶ Instructions

▼ **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities**

Boston College requires that University administrators and staff adhere to the highest ethical standards in the conduct of University business. In keeping with this, all employees of Boston member, that could reasonably give rise to a conflict of interest.

For more information on the University Conflict of Interest Policy, please visit the Internal Audit department: <https://www.bc.edu/offices/audit/conflict-of-interest.html>

|   |  |   |  |  |   |  |  |
|---|--|---|--|--|---|--|--|
| 1. Do you have authority over University funds or manage people with that authority? This includes the authority to make approvals within PeopleSoft and make purchases using a University Pcard or AMEX department card. | 1a. If yes, please provide a detailed description. | 2. Do you have responsibility for hiring vendors? | 2a. If yes, please provide a detailed description. | 3. Do you or a relative, as defined by the Policy, work for or have a financial, employment, consulting or other business relationship, of which you are aware, with any individual or organization that provides goods or services to the University? | 3a. If yes, please provide a detailed description. Include the name of the individual or company that provides goods and services to the University and the nature of the relationship. | 4. Do you or a relative, as defined by the Policy, have a substantial financial interest in a firm engaging in or seeking to engage in, business with the University? This includes an ownership or investment interest representing more than 1% of the outstanding shares of a publicly traded company or 5% of the outstanding shares of a privately owned company or an ownership or investment interest that produces a significant amount of the annual income or constitutes a significant part of the net worth of the person. | 4a. If yes, please provide a detailed description. Include the name of the firm engaging in or seeking to engage in, business with the University, how these shares were acquired, and the ownership or investment percentage. |
| Yes   |  | Yes   |  | No   |   | No   |  |

[Add](#)   [View All](#)

Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities Section A: Potential Conflict

- Required questions are noted with an asterisk (\*).
- **You must complete this form, even if you have no conflicts to disclose.** If you have no disclosures to report, select the appropriate semesters for the disclosure period (typically Spring and Fall semester of that calendar year), and answer NO to the required question(s). Please do not select 'Ongoing' for the end semester.
- Please note, unlike the **External Activities/Conflicts of Commitment** and **Significant Financial Conflict of Interest** forms, for your **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** disclosures, **you will only complete one form each year.** If you have multiple relevant answers for a question, please answer YES and explain in the comment boxes for the follow up questions.

**A** COI for Faculty with Administrative or Fiscal Responsibilities

|  |                      |           |
|--|----------------------|-----------|
| Start Semester*  | Spring ▼             | 2020 ▼    |
| End Semester*  | Ongoing ▼            | Ongoing ▼ |
| 1. Do you have authority over University funds or manage people with that authority? This includes the authority to make approvals within PeopleSoft and make purchases using a University Pcard or AMEX department card. *                              | Select ▼             |           |
| 1a. If yes, please provide a detailed description.   | <input type="text"/> |           |
| 2. Do you have responsibility for hiring vendors?*   | Select ▼             |           |
| 2a. If yes, please provide a detailed description.   | <input type="text"/> |           |
| 3. Do you or a relative, as defined by the Policy, work for or have a financial, employment, consulting or other business relationship, of which you are aware, with any individual or organization that provides goods or services to the University? * | Select ▼             |           |



Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities Section B: Certification

In Section B, please certify your disclosure.

- Certify that you have provided true and complete information by clicking “Select” and then “I agree.”
- Select the date to certify your form. You may either type the date in or use the pop-up calendar.

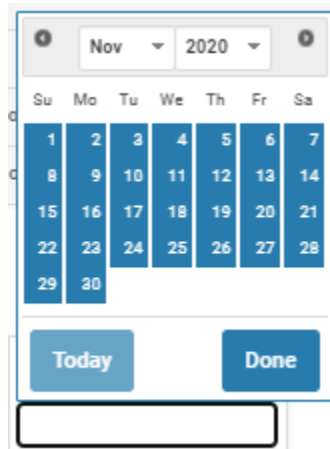
**B** Certification

According to the Professional Standards and Business Conduct Conflicts of Interest and Commitment Policy, failure to disclose actual or apparent conflicts of commitment or conflicts of interest, or failure to adhere to the terms of a Conflict Management Directive, can be a cause for disciplinary action, up to and including termination by the University.

According to the Professional Standards and Business Conduct Conflicts of Interest and Commitment Policy, failure to disclose actual or apparent conflicts of interest or conflicts of commitment, or failure to adhere to the terms of a Conflict Management Directive, can be a cause for disciplinary action, up to and including termination by the University. I have read the Professional Standards and Business Conduct Conflicts of Interest and Commitment Policy, and I understand the concept of a conflict of interest and a conflict of commitment and I’m familiar with the required disclosure by affected employees of actual or potential conflicts of interest and conflicts of commitment situations. By clicking the "Submit" button, I certify that the preceding information is true and complete to the best of my knowledge. I acknowledge that I am supplying this information for review by authorized University personnel.\*

Select ▼

Please indicate today's date\*



### Saving and Editing Your Disclosure

#### Saving your Disclosure

When you are finished answering all required questions and any applicable sub-questions, click **Save and Go Back** to return to the Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities home page. Clicking **Save** will save your answers but keep you on the same entry screen. Clicking **Cancel** will produce a pop-up window letting you know that you will lose your answers unless you saved first. As you only need to complete this form once for all disclosures, please do not select **Save and Add Another**.

**B** Certification

According to the Professional Standards and Business Conduct Conflicts of Interest and Commitment Policy, failure to disclose actual or apparent conflicts of commitment or conflicts of interest, or failure to adhere to the terms of a Conflict Management Directive, can be a cause for disciplinary action, up to and including termination by the University.

According to the Professional Standards and Business Conduct Conflicts of Interest and Commitment Policy, failure to disclose actual or apparent conflicts of interest or conflicts of commitment, or failure to adhere to the terms of a Conflict Management Directive, can be a cause for disciplinary action, up to and including termination by the University. I have read the Professional Standards and Business Conduct Conflicts of Interest and Commitment Policy, and I understand the concept of a conflict of interest and a conflict of commitment and I'm familiar with the required disclosure by affected employees of actual or potential conflicts of interest and conflicts of commitment situations. By clicking the "Submit" button, I certify that the preceding information is true and complete to the best of my knowledge. I acknowledge that I am supplying this information for review by authorized University personnel.\*



Select ▼


Please indicate today's date\*

Editing your Disclosure

On the **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** landing page, you will see a list of all of your current disclosures.

You may edit previously saved disclosures by clicking on the icons on the far right of any disclosure line. If you make edits to a disclosure, please be sure to update the current date and recertify your disclosure.

To edit a disclosure, click . To duplicate a disclosure and copy the information into a new row, click .

To delete an existing disclosure, click on . If you choose to delete an entry, you will receive a prompt – “Are you sure you want to delete this?” Choose “OK” or “Cancel”.

2020 Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities

Activity Period

Spring 2020 - Fall 2020

Status

Not Submitted, Last updated on Nov 6, 2020

0

Preview

Preview

Submit For Review

Save and Go Back

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Jump to Section

Show All Hide All




Instructions

Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities

Help

Boston College requires that University administrators and staff adhere to the highest ethical standards in the conduct of University business. In keeping with this, all employees of Boston College are required to be familiar with the University's Policy on Professional Standards and Business Conduct - Conflict of Interest and Commitment which requires the disclosure of all business interests, affiliations and relationships, by you or an immediate family member, that could reasonably give rise to a conflict of interest.

For more information on the University Conflict of Interest Policy, please visit the Internal Audit department: <https://www.bc.edu/content/bc-web/offices/financial-vice-president/departments/internal-audit.html>

| 1. Do you have authority over University funds or manage people with that authority? This includes the authority to make approvals within PeopleSoft and make purchases using a University Pcard or AMEX department card. | 1a. If yes, please provide a detailed description. | 2. Do you have responsibility for hiring vendors? | 2a. If yes, please provide a detailed description. | 3. Do you or a relative, as defined by the Policy, work for or have a financial, employment, consulting or other business relationship, of which you are aware, with any individual or organization that provides goods or services to the University? | 3a. If yes, please provide a detailed description. Include the name of the individual or company that provides goods and services to the University and the nature of the relationship. | 4. Do you or a relative, as defined by the Policy, have a substantial financial interest in a firm engaging in or seeking to engage in, business with the University? This includes an ownership or investment interest representing more than 1% of the outstanding shares of a publicly traded company or 5% of the outstanding shares of a privately owned company or an ownership or investment interest that produces a significant amount of the annual income or constitutes a significant part of the net worth of the person. | 4a. If yes, please provide a detailed description. Include the name of the firm engaging in or seeking to engage in, business with the University, how these shares were acquired, and the ownership or investment percentage. | 5. Have you or a relative, as defined by the Policy, accepted any gifts or other favors of more than nominal value (in excess of \$100.00) from individuals or organizations with whom the University does business, or from those who hope to do business with the University in the future? | 5a. If yes, please provide a detailed description. Include the name of the individual or organization with whom the University does business or hopes to do business with the University in the future, the nature of the gift and the circumstances under which the gift was received. | 6. Do you have or have you had, any compensation arrangement with any firm that does or may do business with the University? | 6a. If yes, please provide a detailed description. Include the name of the firm that does or may do business with the University and the nature of the compensation arrangement. | 7. Do you or a relative as defined by the Policy, serve as an officer, a director, a trustee or employee of an entity that does or may do business with the University? | 7a. If yes, please provide a detailed description. Include the name of the entity that does business with the University, approximate annual compensation and amount of time spent annually conducting these duties. | 8. In your area of direct responsibility within the University, do you employ or supervise anyone with whom you have an external business or personal relationship? | 8a. If yes, please provide a detailed description. | Please indicate today's date | Start Semester | End Semester | Actions   |   |
|---|--|---|--|--|---|--|--|---|---|--|--|---|--|---|--|------------------------------|----------------|--------------|-----------|---|
| Yes   |  | Yes   |  | No   |   | No   |  | No  |   | No   |  | No  |  | No  |  | I agree                      | 2020-11-30     | Spring 2020  | Fall 2020 |    |

Add View All

Submitting Your Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities Form

To submit your **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** form, click **Submit for Review** on the top or bottom of the page.

2020 Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities

Activity Period

Spring 2020 - Fall 2020

Status

Not Submitted, Last updated on Nov 6, 2020

Submit For Review
Save and Go Back
Cancel

Jump to Section ▾

► Instructions

▼ Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities

Boston College requires that University administrators and staff adhere to the highest ethical standards in the conduct of University business. In keeping with this, all employees of Boston College, that could reasonably give rise to a conflict of interest.

For more information on the University Conflict of Interest Policy, please visit the Internal Audit department: <https://www.bc.edu/offices/audit/conflict-of-interest.html>

|  |   |  |   |   |  |   |   |
|--|---|--|---|---|--|---|---|
| <p>1. Do you have authority over University funds or manage people with that authority? This includes the authority to make approvals within PeopleSoft and make purchases using a University Pcard or AMEX department card.</p> | <p>1a. If yes, please provide a detailed description.</p> | <p>2. Do you have responsibility for hiring vendors?</p> | <p>2a. If yes, please provide a detailed description.</p> | <p>3. Do you or a relative, as defined by the Policy, work for or have a financial, employment, consulting or other business relationship, of which you are aware, with any individual or organization that provides goods or services to the University?</p> | <p>3a. If yes, please provide a detailed description. Include the name of the individual or company that provides goods and services to the University and the nature of the relationship.</p> | <p>4. Do you or a relative, as defined by the Policy, have a substantial financial interest in a firm engaging in or seeking to engage in, business with the University? This includes an ownership or investment interest representing more than 1% of the outstanding shares of a publicly traded company or 5% of the outstanding shares of a privately owned company or an ownership or investment interest that produces a significant amount of the annual income or constitutes a significant part of the net worth of the person.</p> | <p>4a. If yes, please provide a detailed description. Include the name of the firm engaging in or seeking to engage in, business with the University, how these shares were acquired, and the ownership or investment percentage.</p> |
| Yes  |   | Yes  |   | No  |  | No  |   |

Add
View All

Submit For Review
Save and Go Back
Cancel

The **Status** section at the top will now indicate that the form has been submitted, the date it was submitted or edited, and the **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** form will disappear from your **My Tasks** dashboard on the Interfolio Home page.

### 2020 Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities

Activity Period

Spring 2020 - Fall 2020

Status

Submitted, Last updated on Nov 18, 2020

0

Submit For Review

Save and Go Back

Cancel

Jump to Section ▾

▶ Instructions

▼ Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities

Boston College requires that University administrators and staff adhere to the highest ethical standards in the conduct of University business. In keeping with this, all em Standards and Business Conduct -- Conflict of Interest and Commitment which requires the disclosure of all business interests, affiliations and relationships, by you or a

For more information on the University Conflict of Interest Policy, please visit the Internal Audit department: <https://www.bc.edu/offices/audit/conflict-of-interest.html>

|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

PREVIEWING & PRINTING FACULTY ANNUAL REPORT AND CONFLICT DISCLOSURES

Previewing & Printing Faculty Annual Report and Conflict Disclosures: Option 1

1. To preview and print your Faculty Annual Report and Conflict Disclosures, access the **Interfolio Home Page** through **Agora**, and click on any given disclosure under **My Tasks** on your Home Page. Note: If you have already submitted your forms, they will no longer appear on your Home Page but you can access your submitted reports for the current year by clicking **Forms and Reports** using the left-side menu.

The screenshot displays the 'My Tasks' interface. On the left, a navigation menu includes 'Home', 'Your Packets', 'Faculty180', 'Announcements & Help', 'Profile', 'Activities', 'Evaluations', 'Forms & Reports' (highlighted with a red box), 'Vitas & Biosketches', 'Find Colleagues', and 'Account Access'. At the bottom of the menu is an information icon and the text '© 2020 Interfolio, Inc. Program Policies'. The main content area features a 'My Tasks' header with a notification badge '5'. Below this, two statistics are shown: '5 Unread Tasks' and '0 Read Tasks'. A search bar is located to the right of the 'My Tasks' header. The task list table has the following data:

| Title   | Due Date |
|---|----------|
| <a href="#">2020 Faculty Annual Report</a><br>Activity Input   2020-11-09 1:37 pm - Ongoing   |          |
| <a href="#">2020 External Activities and Conflicts of Commitment</a><br>Activity Input   2020-11-06 3:08 pm - Ongoing                   |          |
| <a href="#">2020 Significant Financial Conflict of Interest</a><br>Activity Input   2020-11-06 3:12 pm - Ongoing                        |          |
| <a href="#">2020 Additional Activities for Funded Research</a><br>Activity Input   2020-11-06 3:13 pm - Ongoing                         |          |
| <a href="#">2020 Conflict of Interest for Faculty with Administrative or Fiscal...</a><br>Activity Input   2020-11-06 3:16 pm - Ongoing |          |

2. Once you are on the form landing page, Click **Preview**.

2020 Significant Financial Conflict of Interest

Activity Period

Spring 2020 - Fall 2020

Status

Submitted, Last updated on Nov 18, 2020

0

Preview  
Preview

Submit For Review

Save and Go Back

Cancel

Jump to Section ▾

▼ Show All | ▲ Hide All

▶ Instructions

▼ Significant Financial Conflict of Interest

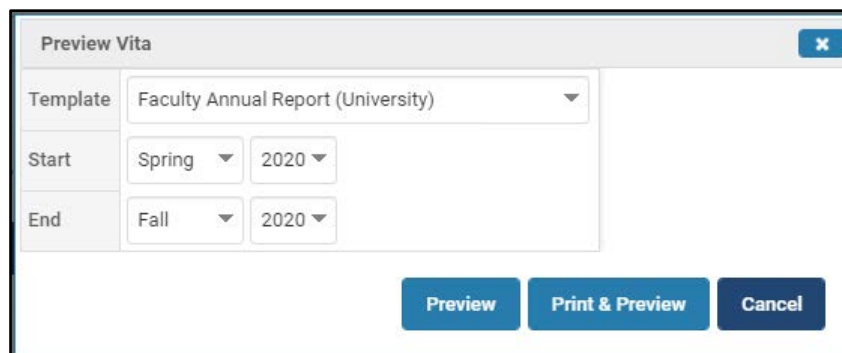
🔗 Help

To complete the form, please click ADD and answer the prompted questions for each conflict.

If you have no external activities/conflicts of commitment to disclose, you still must click ADD and answer NO to the prompted required questions.

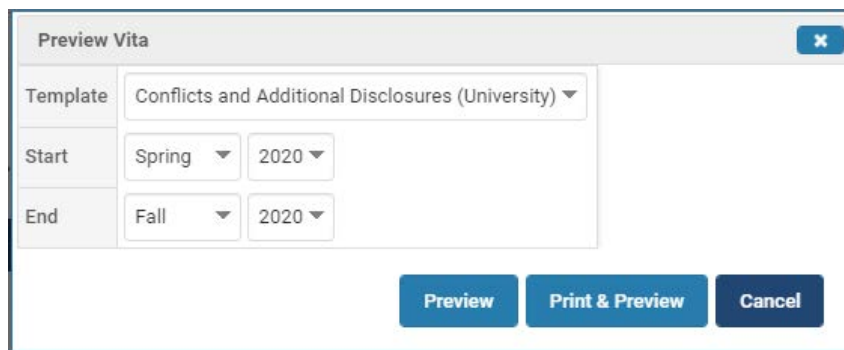


3. The following window will appear. Click the 'Template' dropdown and select "Faculty Annual Report (University)." Choose a start and end semester (For example, Spring 2020 and Fall 2020 for your 2020 report). This will enable you to preview and print your Faculty Annual Report and your Conflict Disclosures from **ALL** forms for a given year.


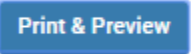


The screenshot shows a window titled "Preview Vita" with a close button (X) in the top right corner. It contains three rows of dropdown menus: "Template" set to "Faculty Annual Report (University)", "Start" set to "Spring" and "2020", and "End" set to "Fall" and "2020". At the bottom right, there are three buttons: "Preview", "Print & Preview", and "Cancel".


Note: If you would like to print **ONLY** your Conflict Disclosures, please select "Conflicts and Additional Disclosures (University)" in the 'Template' dropdown.

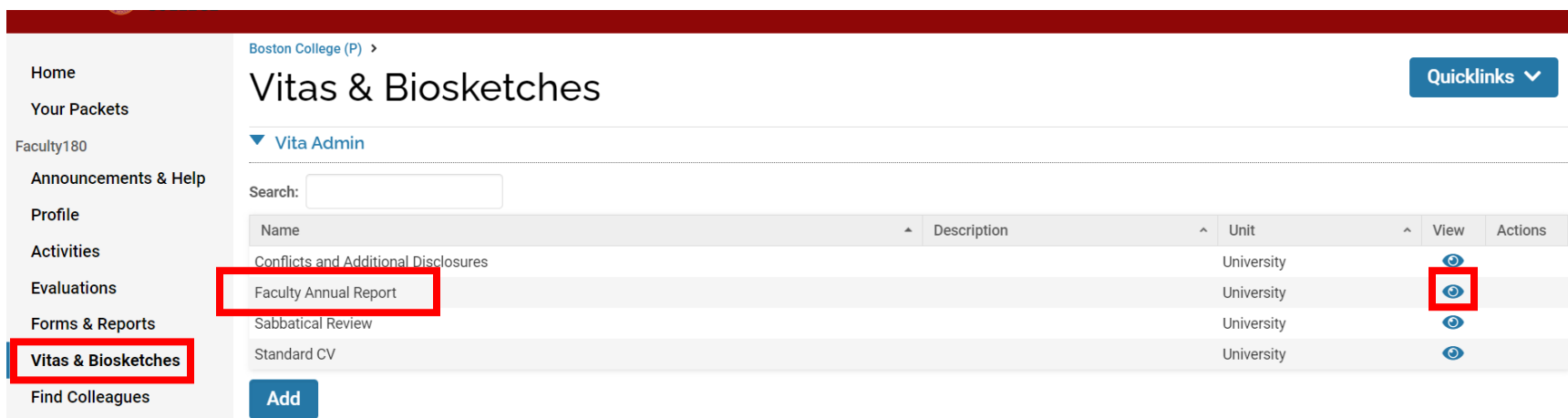


The screenshot shows a window titled "Preview Vita" with a close button (X) in the top right corner. It contains three rows of dropdown menus: "Template" set to "Conflicts and Additional Disclosures (University)", "Start" set to "Spring" and "2020", and "End" set to "Fall" and "2020". At the bottom right, there are three buttons: "Preview", "Print & Preview", and "Cancel".

4. Click  and a pop-up browser window will appear with your report and conflict disclosures. If you click , then the printer dialog menu will also open to enable you to print out the report immediately.

### Previewing & Printing Faculty Annual Report and Conflict Disclosures: Option 2

1. After accessing the **Interfolio Home Page** through **Agora**, click on the **Vitas and Biosketches** on the left-side menu.
2. On the row that says “Faculty Annual Report,” click on the eye icon  on the far right. This will enable you to preview and print your Faculty Annual Report and your Conflict Disclosures from **ALL** forms for a given year. If you would like to print and preview **ONLY** your Conflict Disclosures for any given year, select the eye icon next to the row labeled “Conflicts and Additional Disclosures.”







Boston College (P) >

## Vitas & Biosketches

Quicklinks ▾

▼ Vita Admin

Search:

| Name                                 | Description | Unit       | View  | Actions |
|--------------------------------------|-------------|------------|---|---------|
| Conflicts and Additional Disclosures |             | University |  |         |
| Faculty Annual Report                |             | University |  |         |
| Sabbatical Review                    |             | University |  |         |
| Standard CV                          |             | University |  |         |

Add

- 3. A new webpage will open. You must select the **Begin** and **End** semesters of the calendar year to display the correct **Date Range** for your Faculty Annual Report and Conflict Disclosures. Change the Begin semester to Spring of the calendar year and End semester to Fall of the calendar year, and

then click [Refresh Vita](#) to update the display of your Faculty Annual Report and Conflict Disclosure Forms.

[Boston College \(P\)](#) > [Vitas & Biosketches](#) >

## Vitas & Biosketches

View Vita

Vita Options

Type\*  Institutional  Personal

Faculty Annual Report (University) ▼

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Date range\*  All  Custom

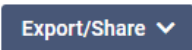
Begin\* End\*

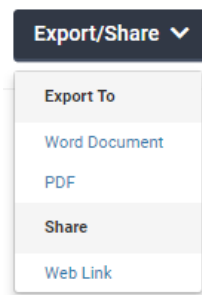
Spring ▼ 2020 ▼ Fall ▼ 2020 ▼


Hide date range in vita output

Note: date range only applies to items from activity input

[Refresh Vita](#) [Export/Share ▼](#) [Print](#)

4. Click  to export your report into a Word document or PDF. It is recommended that you do not share your Faculty Annual Report and Conflict Disclosures using the Web Link option.



Click  to print out your Faculty Annual Report and Conflict Disclosures. A new browser window will open, displaying your report, then you must use your browser menu to print it (i.e., the print dialog menu will not automatically appear).

## Viewing Previous Conflict Disclosure Forms

If you would like to view your Conflict Disclosure Forms from previous years, click **“Forms & Reports”** on the left-side menu.

Select **“Prior Activity Input Forms”** to view a list of your previously submitted disclosures.

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## Forms & Reports

▼ Forms

Custom Input Forms - None Available

Printable Classification Forms - None Available


▼ Initiated Activity Input Forms

| Initiated process  | Status    |
|--|-----------|
| <a href="#">2020 Additional Activities for Funded Research</a>                                       | Submitted |
| <a href="#">2020 Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities</a> | Submitted |
| <a href="#">2020 External Activities and Conflicts of Commitment</a>                                 | Submitted |
| <a href="#">2020 Faculty Annual Report</a>   | Pending   |
| <a href="#">2020 Significant Financial Conflict of Interest</a>                                      | Submitted |

▼ Reports

[Prior Activity Input Forms](#)


["My Activities" Reporting](#)








Click the **eye icon**  to the right of a report title to review past disclosure forms. Please note, you may not edit forms from prior reporting periods.

Boston College (P) > Forms & Reports >

## Forms & Reports

Prior Input Forms

 Prior activity input forms are available upon administrative approval.

| Title  | Start Semester | End Semester | Input Form   | Date Submitted     | Date Last Approved | Actions   |
|--|----------------|--------------|--|--------------------|--------------------|---|
| 2020 Faculty Annual Report   | Spring 2020    | Fall 2020    | Activity Input   |                    |                    |  |
| 2020 Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities | Spring 2020    | Fall 2020    | Conflict of Interest for Faculty with Administrative Roles | 2020-11-18 1:53PM  |                    |  |
| 2020 Additional Activities for Funded Research                                       | Spring 2020    | Fall 2020    | Additional Disclosures for Funded Research                 | 2020-11-24 2:12PM  |                    |  |
| 2020 Significant Financial Conflict of Interest                                      | Spring 2020    | Fall 2020    | Significant Financial Conflict of Interest Disclosure      | 2020-11-18 12:23PM |                    |  |
| 2020 External Activities and Conflicts of Commitment                                 | Spring 2020    | Fall 2020    | External Activities and Conflicts of Commitment            | 2020-11-18 11:57AM |                    |  |
| 2018 Conflict of Interest/Conflict of Commitment                                     | Spring 2018    | Fall 2018    | Potential Conflict of Interest or Commitment               |                    |                    |  |
| 2018 Faculty Annual Report   | Spring 2018    | Fall 2018    | Activity Input   |                    |                    |  |