## Conflict Disclosure Guide

### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict Disclosure Forms Overview</td>
<td>3</td>
</tr>
<tr>
<td>Accessing Conflict Disclosure Forms</td>
<td>4</td>
</tr>
<tr>
<td>EXTERNAL ACTIVITIES AND CONFLICTS OF COMMITMENT</td>
<td>6</td>
</tr>
<tr>
<td>External Activities and Conflicts of Commitment: Overview and Navigation</td>
<td>7</td>
</tr>
<tr>
<td>External Activities and Conflicts of Commitment Section A: Potential Conflict of Commitment</td>
<td>8</td>
</tr>
<tr>
<td>External Activities and Conflicts of Commitment Section B: Certification</td>
<td>9</td>
</tr>
<tr>
<td>Saving and Editing Your Disclosures</td>
<td>10</td>
</tr>
<tr>
<td>Saving your Disclosure(s)</td>
<td>10</td>
</tr>
<tr>
<td>Editing your Disclosure(s)</td>
<td>11</td>
</tr>
<tr>
<td>Submitting Your External Activities and Conflicts of Commitment Form</td>
<td>12</td>
</tr>
<tr>
<td>SIGNIFICANT FINANCIAL CONFLICT OF INTEREST</td>
<td>14</td>
</tr>
<tr>
<td>Significant Financial Conflict of Interest: Overview &amp; Navigation</td>
<td>15</td>
</tr>
<tr>
<td>Significant Financial Conflict of Interest Section A: Potential Conflict of Interest</td>
<td>16</td>
</tr>
<tr>
<td>Significant Financial Conflict of Interest Section B: Certification</td>
<td>17</td>
</tr>
<tr>
<td>Saving and Editing Your Disclosures</td>
<td>18</td>
</tr>
<tr>
<td>Saving your Disclosure(s)</td>
<td>18</td>
</tr>
<tr>
<td>Editing your Disclosure(s)</td>
<td>19</td>
</tr>
<tr>
<td>Submitting Your Significant Financial Conflict of Interest Form</td>
<td>20</td>
</tr>
<tr>
<td>ADDITIONAL ACTIVITIES FOR FUNDED RESEARCH</td>
<td>22</td>
</tr>
<tr>
<td>Additional Activities for Funded Research: Overview and Navigation</td>
<td>23</td>
</tr>
<tr>
<td>Additional Activities for Funded Research Section A: Potential Conflict</td>
<td>24</td>
</tr>
</tbody>
</table>
Additional Activities for Funded Research Section B: Certification ................................................................. 25
Saving and Editing Your Disclosure .......................................................................................................................... 26
  Saving your Disclosure ................................................................................................................................................. 26
  Editing your Disclosure .................................................................................................................................................. 27
Submitting Your Additional Activities for Funded Research Form ................................................................................. 28
CONFLICT OF INTEREST FOR FACULTY WITH ADMINISTRATIVE OR FISCAL RESPONSIBILITIES ................................................................. 30
Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities: Overview & Navigation ......................................................... 31
Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities Section A: Potential Conflict .............................................................. 32
Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities Section B: Certification ................................................................. 33
Saving and Editing Your Disclosure .......................................................................................................................... 34
  Saving your Disclosure .................................................................................................................................................. 34
  Editing your Disclosure .................................................................................................................................................. 35
Submitting Your Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities Form ................................................................. 36
PREVIEWING & PRINTING FACULTY ANNUAL REPORT AND CONFLICT DISCLOSURES ................................................................. 38
 Previewing & Printing Faculty Annual Report and Conflict Disclosures: Option 1 ......................................................... 39
 Previewing & Printing Faculty Annual Report and Conflict Disclosures: Option 2 ......................................................... 42
Viewing Previous Conflict Disclosure Forms ............................................................................................................ 45
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.
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.
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.
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.

**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 titles, 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.

<table>
<thead>
<tr>
<th>Start Semester*</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Semester*</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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):
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.
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

Please select today's date
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

<table>
<thead>
<tr>
<th>Activity Period</th>
<th>Status</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020 - Fall 2020</td>
<td>Not Submitted, Last updated on Nov 6, 2020</td>
<td>Preview</td>
</tr>
</tbody>
</table>

Submit For Review  Save and Go Back  Cancel

Jump to Section  Show All Hide All

Instructions:

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-U.S. 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, including 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 not limited to, those that are only in-kind (e.g., office/lab 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                |                                 |                                 |                             |                                                                                 |                                                 |                                                                                 |                                                               |                                               |                           |                           |          |

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.
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.
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 Add. 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.
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.

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.
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.

**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*
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.

**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**

Please indicate today's date
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 ✗. If you choose to delete an entry, you will receive a prompt – “Are you sure you want to delete this?” Choose “OK” or “Cancel”
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

<table>
<thead>
<tr>
<th>Activity Period</th>
<th>Status</th>
<th></th>
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<tbody>
<tr>
<td>Spring 2020 - Fall 2020</td>
<td>Not Submitted, Last updated on Nov 6, 2020</td>
<td>0</td>
</tr>
</tbody>
</table>

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 disclosures, 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).

<table>
<thead>
<tr>
<th>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?</th>
<th>If yes, name of Organization</th>
<th>Who holds the interest, self or family member?</th>
<th>Is this organization a non-US entity or otherwise based outside the United States?</th>
<th>If yes, please list country</th>
<th>Describe your responsibilities and activities with the organization.</th>
<th>Is the organization a publicly traded corporation or non-publicly traded?</th>
<th>Amount of remuneration received</th>
<th>Approximate value of equity interests (either a percentage or market value):</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Add</td>
<td>View All</td>
<td>Submit For Review</td>
<td>Save and Go Back</td>
<td>Cancel</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

- Submit For Review
- Save and Go Back
- Cancel

### Instructions

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
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.

In order to begin your **Additional Activities for Funded Research** 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.**
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.

<table>
<thead>
<tr>
<th>Start Semester*</th>
<th>Spring</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Semester*</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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/labatory 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).
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*

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 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

Please indicate today's date

[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”
## 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

<table>
<thead>
<tr>
<th>Activity Period</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Spring 2020 - Fall 2020</td>
<td>Not Submitted, Last updated on Nov 6, 2020</td>
</tr>
</tbody>
</table>

### Instructions

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?
   - 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.

   - Yes, organization(s) providing resources.

2a. If yes, name of organization(s). 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)?

   - Yes, organization(s) 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.

---

**Add**  **View All**
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

- Submit For Review
- Save and Go Back
- Cancel

---

**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.*

<table>
<thead>
<tr>
<th>1. Employment, professional positions, or advisory roles held during the current year, other than what is disclosed above, in the preceding twelve months, and in the succeeding December</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. In the preceding twelve months, have you received</td>
</tr>
<tr>
<td>3. Other than what is disclosed above, in the preceding</td>
</tr>
<tr>
<td>4. Other than what is disclosed above, in the preceding</td>
</tr>
</tbody>
</table>
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](https://www.bc.edu/offices/audit/conflict-of-interest.html).

In order to begin your **Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities** form click ![Add](https://www.bc.edu/offices/audit/conflict-of-interest.html). 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.**
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.

### COI for Faculty with Administrative or Fiscal Responsibilities

<table>
<thead>
<tr>
<th>Start Semester*</th>
<th>Spring</th>
<th>2020</th>
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<tbody>
<tr>
<td>End Semester*</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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. *

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? *
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.

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.*

Please indicate today's date*

[Calendar Image]
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**.

**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.

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Please indicate today's date*

[Save] [Save and Add Another] [Save and Go Back] [Cancel]
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”.

Instructions

1. If you have a relationship with a company or organization that provides goods or services to the University, you must disclose that relationship in the Conflict of Interest for Faculty with Administrative or Fiscal Responsibilities.
2. If you have a financial interest in a firm engaging in or seeking to engage in business with the University, you must disclose that interest.
3. If you have an ownership interest in a firm that provides goods or services to the University, you must disclose that interest.
4. If you have a relationship with a company or organization that provides goods or services to the University, you must disclose that relationship.
5. If you have a financial interest in a firm engaging in or seeking to engage in business with the University, you must disclose that interest.
6. If you have a relationship with a company or organization that provides goods or services to the University, you must disclose that relationship.
7. If you have a financial interest in a firm engaging in or seeking to engage in business with the University, you must disclose that interest.
8. If you have a relationship with a company or organization that provides goods or services to the University, you must disclose that relationship.
9. If you have a financial interest in a firm engaging in or seeking to engage in business with the University, you must disclose that interest.
10. If you have a relationship with a company or organization that provides goods or services to the University, you must disclose that relationship.
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

<table>
<thead>
<tr>
<th>Activity Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020 - Fall 2020</td>
<td>Not Submitted, Last updated on Nov 6, 2020</td>
</tr>
</tbody>
</table>

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

#### 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 member institutions 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](https://www.bc.edu/offices/audit/conflict-of-interest.html)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1a. If yes, provide a detailed description.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Do you have responsibility for hiring vendors?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a. If yes, provide a detailed description.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3a. If yes, please provide a detailed description. Include the name of the individual or company that provides goods or services to the University and the nature of the relationship.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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

- Submit For Review
- Save and Go Back
- Cancel

### 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 and staff are required to disclose 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](https://www.bc.edu/offices/audit/conflict-of-interest.html)
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.
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

- Submit For Review
- Save and Go Back
- Preview
- Cancel

---

**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.
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.

Note: If you would like to print ONLY your Conflict Disclosures, please select “Conflicts and Additional Disclosures (University)” in the ‘Template’ dropdown.

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.
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.”
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.
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).
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.
Click the eye icon 🔄 to review past disclosure forms. Please note, you may not edit forms from prior reporting periods.

<table>
<thead>
<tr>
<th>Title</th>
<th>Start Semester</th>
<th>End Semester</th>
<th>Input Form</th>
<th>Date Submitted</th>
<th>Date Last Approved</th>
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