



Research Integrity Office

Conflicts of Interest Guidance

Questions? Email: COI@uncw.edu

What types of activities should be disclosed on annual COI disclosure forms?

Following are examples of activities, interests and relationships that subject employees should disclose on their annual disclosure forms. However, please note that **this is not an exhaustive list**. Please email COI@uncw.edu or call Lee Prete at 2-7774 if you have conflict of interest disclosure questions.

- **Publicly Traded Companies**
 - Ownership of stock, options, etc. from any entity during the preceding 12 months, for you and your family members *that appears to be related to your institutional responsibilities*.
 - Note: Investments in which you do not directly control investment decisions, such as mutual funds or retirement accounts, do not need to be disclosed.
- **Privately Held or Nonprofit Companies**
 - Any ownership or equity interest from any entity whose stock is not publicly traded, by you and your family members *that appears to be related to your institutional responsibilities*.
- **Other Financial Interests**
 - Any secondary employment that is related to your professional responsibilities at the university. Examples would include: private consulting, serving on a board of directors, speaking engagement, etc.
 - Royalties from textbooks or other scholarly works
- **Intellectual Property Rights**
 - Intellectual Property (IP) in which you or your family members, have an existing or proposed licensing interest.
 - IP rights held (or in negotiation) for a pending or issued patent in which you or your family members are listed as inventors.
 - Excluding unlicensed IP held by UNCW.
- **External Roles**
 - Paid or unpaid positions of influence, by you or your family members, *with an entity in which the interests of the entity appear related to your institutional responsibilities* (i.e. CEO, President, Scientific Advisory Board member, etc.).
- **Student Involvement or Supervisory Roles**
 - Situations in which an activity could create a potential conflict of interest or commitment with respect to a faculty member's mentorship responsibility.
 - Textbook or course material selection that results in receipt of royalties or other potential financial conflicts of interest.
 - Supervising a family member