

Attachment E:

PHS-Specific Detailed Disclosure Form

(OP 74.17E - PHS-Specific Confidential Supplemental Detailed Disclosure of Significant Business or Financial Interest)

This form must be completed for each entity related to positive disclosure statements on Attachment D that would reasonably appear to be affected by your institutional responsibilities.

Name and address of entity:

[Empty box for name and address of entity]

Fiscal Year: _____

Retroactive

Check one:

Publicly traded

Non - publicly traded

Income from this entity: _____

Equity interest from this entity: _____

Basis for business or financial interest to you or your family members, defined as a spouse and dependent relatives or household members (check all that apply):

Participating as an Employee

Gift

Ownership

Consulting

Travel

Other

Lecturing

Income related to royalties on patents and copyrights

Equity Interest/Dividends

Service on Advisory or Directors' Board

The value of ownership interest in external entity is: _____

Nature of ownership:

Equity Interest

Partnership

Sole Proprietorship

Other (Explain)

Percentage of ownership: _____

Answer each of the following questions. Use additional pages as needed.

1. If you, your spouse, dependent relative, or household member has received a consulting fee, describe the nature of the consulting activities.

[Empty box for consulting activities]

2. Indicate how your activities with the entity relate to proposed or sponsored projects on which you serve as investigator or key personnel.

[Empty box for project activities]

3. Explain how you are keeping your interests and obligations to the entity separate from your Texas Tech University activities and responsibilities.

[Empty box for separating interests]

4. Explain all arrangements that have been made with your chair and dean/director about the use of Texas Tech University space and resources.

[Empty box for arrangements]

5. Explain the role(s) that any other Texas Tech University faculty, staff, undergraduate students, graduate students, and post doctoral trainees perform for this entity. For the latter three groups, explain how their work with the entity is kept separate from their academic work and whether you serve as their advisor.

[Empty box for roles]

6. If you are receiving income from royalties on patents and copyrights, explain the circumstances that generated this income.

[Empty box for royalties]

7. Explain reimbursed or sponsored travel in excess of \$5000 paid by this entity.

Purpose of the trip:

[Empty box for purpose of trip]

Destination:

[Empty box for destination]

Duration:

[Empty box for duration]

Signature of Individual Providing Disclosure

In my judgment, this disclosure of significant business or financial interest ___ does ___ does not constitute a conflict of interest.

Signed: _____

Date: _____

(Original signature only; a "per" signature is not acceptable. Once Providing Individual signs form, no changes can be made.)

Endorsements by individuals who are required to keep the information confidential.

Determination of the Unit Head:

I have reviewed the significant business or financial interest disclosure and in my judgment:

- No conflict exists.
- Conflicts of Interest exist or may exist.

Signature

Date

Determination of the Designated Official:

I have reviewed the significant business or financial interest disclosure and in my judgment:

- No conflict exists.
- Conflicts of Interest exist or may exist.

Signature

Date

Determination of the Associate Vice President for Research (Integrity) (AVPR):

I have reviewed the significant business or financial interest disclosure and in my judgment:

- No conflict exists.
- Conflicts of Interest exist or may exist, and in my judgment, I believe that it will be possible to develop and execute a Memorandum of Understanding to manage, reduce, or eliminate any actual or potential conflict of interest.
- Conflicts of Interest exist or may exist, and in my judgment, I believe that it is not possible to manage the conflict of interest.

Signature

Date

Determination of the Vice President for Research:

I have reviewed the significant business or financial interest disclosure and in my judgment:

- No conflict exists.
- Conflicts of Interest exist or may exist, and in my judgment, I believe that it will be possible to develop and execute a Memorandum of Understanding to manage, reduce, or eliminate any actual or potential conflict of interest.
- Conflicts of Interest exist or may exist, and in my judgment, I believe that it is not possible to manage the conflict of interest.

Signature

Date

*A management plan will be developed. See OP 74.17.

Hard copy forms are no longer accepted. The electronic system will route the information to the appropriate individuals (unit heads, designated officials, and then AVPR) for approval.