

## Detailed disclosure form (Confidential Supplemental Detailed Disclosure of Significant Business or Financial Interest)

This form must be completed for **each entity** that you have disclosed on page 1 that would reasonably appear to be affected by any sponsored project in which you are involved and in or from which you, your spouse and dependent relatives or household members receive in excess of \$10,000 in income, hold equity interest in excess of \$10,000 in value, or hold a 5 percent ownership interest.

**Name and address of entity:** \_\_\_\_\_

**Annual income from this entity:** \_\_\_\_\_

**Basis for income to you or a member of your family (check all that apply):**

|   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Participation as an employee | <input type="checkbox"/> Gift  | <input type="checkbox"/> Dividends |
| <input type="checkbox"/> Consulting                   | <input type="checkbox"/> Income related to royalties on patents and copyrights |                                    |
| <input type="checkbox"/> Lecturing                    | <input type="checkbox"/> Service on Advisory or Directors' Board               |                                    |

**The value of ownership interest in external entity is:** \_\_\_\_\_

**Nature of ownership:** ☐ Equity Interest ☐ Partnership ☐ Other (explain) \_\_\_\_\_

**Percentage of ownership:** \_\_\_\_\_

**Answer each of the following questions. If form is to be printed, please answer any question needing more than a 2 line answer on additional page(s) as needed.**

1. If you, your spouse, dependent relative, or household member has received a consulting fee, describe the nature of the consulting activities.
2. Indicate how your activities with the entity relate to proposed or sponsored projects on which you serve as principal investigator, co-investigator, or senior personnel.
3. Explain how you are keeping your interests and obligations to the entity separate from your Texas Tech University activities and responsibilities.
4. Explain all arrangements with your chair and dean/director about use of Texas Tech University space and resources.
5. Explain the role(s) of any other Texas Tech University faculty, staff, undergraduate students, graduate students, and postdoctoral trainees in the 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.
6. If you are receiving income from royalties on patents and copyrights, explain the circumstances that resulted in this income.

### 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 Research Integrity Officer (RIO):**

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

\_\_\_\_\_ No conflicts exist.

\_\_\_\_\_ Conflicts of interest exist or may exist and in my judgment I believe that it will be possible to develop and execute an Memorandum of Understanding to manage, reduce, or eliminate any actual or potential 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 conflicts exist.

\_\_\_\_\_ Conflicts of interest exist or may exist and in my judgment I believe that it will be possible to develop and execute an Memoradnum of Understanding to manage, reduce, or eliminate any actual or potential conflict of interest.\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* A resolution plan will be developed. See OP 70.37.

**Please add your electronic signature and e-mail the form to [researchintegrity@ttu.edu](mailto:researchintegrity@ttu.edu) or sign it and mark the envelope as**

**CONFIDENTIAL and mail it to Training Administrator, Office of Research Integrity, OVPR, MS 1075, 103 Holden Hall, Campus**