

Disclosure of Conflict of Interest – Long Form A: (Non-research)

As members of a public institution, McGill staff members are required to conduct their activities in a way that bears public scrutiny and maintains the trust and integrity of the University. This includes taking

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This chart outlines

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- 1 **Statement of relevant facts**
Use this section to explain all relevant facts that have given rise to the actual or potential COI concerned. The conflicts of interest declared should refer to the past calendar year, and describe the timeline for their occurrence, which may extend into the future for certain situations.

- 2 **Related Parties**
List the persons, including “related parties”, involved in the conflict described in question 1.

- 3 **Affected Parties**
List the persons, including “related parties”, affected by the conflict described in question 1.

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- 4 Parties to be informed
List all persons (including research subjects, students, trainees, investigators, co-supervisors, journal editors, conference organizers, etc.) who should be made aware of the COI so that they can judge the impact it may have on them.
- 5 Management of Conflict
- a) Explain any benefits, direct or indirect, that may be derived by you or a related party if the conflict is permitted:
- b) Explain how the conflict may directly affect – or reasonably appear to influence – your research, teaching, scholarly activities, or administrative responsibilities:

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(*Electronic) Signature of the Staff Member

Date

*In the event that an electronic signature is not available, please print this page, sign it, and append a scanned version to your Reporting Officer.

Send your finalized disclosure (preferably with an electronic signature and the file electronically enabled) along with parts 2, 3 and 4

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- 8 Conditions under which the conflict is to be permitted:
- 8.1 Staff member must ensure written disclosure of the conflict to all persons who would be affected by it (and provide evidence of such disclosure).
 - 8.2 Staff member must promptly report any change in circumstances that may change the nature or scope of the conflict or affect its management.
 - 8.3 Staff member must (specify additional conditions, where appropriate)

(*Electronic) Signature of the Reporting Officer

Date

*In the event that an electronic signature is not available, please print this page, sign it, and append a scanned version.

Send the staff member's disclosure (Part 1) and your assessment (Part 2) – preferably with an electronic signature and he file electronically enabled along with parts 3 and 4 to the Dean.

*Note: Part 2 is protected once electronically signed.
To edit the document once signed, remove e-signature, edit, and re-sign to finalize.

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