Conflict of Interest/Commitment Management and Oversight Plan for

**Professor SSS’s Financial Interest in THE COMPANY**

March 10, 2016

**Background:**

The purpose of this document is to present a plan to address the conflict of interest and commitment issues that may arise in connection with Professor SSS’s involvement with COMPANY, Inc.

The company was founded DATE, by Professor SSS, Professor TTT and Dr. RRR. It is located at ADDRESS. The company aims to develop [technology]. A summary document is attached that provides background on the aims of the company.

# Management of Faculty Conflict of Commitment

Pursuant to University regulations, Professor SSS will annually report her activities with THE COMPANY in her *Report of Non-University Activities*. In addition, the Head of the UNIT, or his designated representative, will annually review Professor SSS’s activities*.*

Professor SSS expects to spend no more than one day per week on her activity with THE COMPANY.

# Managing Conflicts of Interest Concerning Involvement of Other University Personnel

At this time, there are no plans to involve additional University personnel (students, postdoctoral employees, faculty, or staff) in this project, other than Professor SSS, Professor TTT and Dr. RRR. A current postdoc, Dr. QQQ, would begin working in the company if SBIR/STTR funding is obtained. However, in order to avoid any potential conflict concerning employment of University students or staff, the following process will be used.

If THE COMPANY is considering employment of any University of Illinois students or staff, Professor SSS will notify the Head of the UNIT in writing. The Head, or his designee, will notify the Executive Associate Vice Chancellor for Research handling conflict of interest issues, who will inform the affected student(s) or staff in writing that a faculty member is part-owner of the Company and that the student or staff member should notify the EAVCR if he or she feels that involvement with the COMPANY (or lack of involvement with THE COMPANY) in any way adversely affects his or her academic progress or employment status. The EAVCR will include a form to be filled out and returned for this purpose. *In general, a faculty member’s thesis students should NOT be employed by or otherwise involved in a faculty start-up company.*

In the event that a student working at THE COMPANY enrolls in a class taught by Professor SSS, Professor SSS will notify the Head of the UNIT, and grading for that course will be reviewed by the Head of the UNI.

Faculty, staff or students who work on SBIR/STTR projects sponsored by THE COMPANY at the University should be informed that a faculty member has an interest in THE COMPANY and that they may contact the EAVCR if they have any concerns regarding their role in the sponsored research project.

Approval of effort reports and requests for travel or other reimbursements by Professor (OTHER INVOLVED FACULTY) sponsored funding will be overseen by the Head of the UNIT or his/her designee.

# Relationship between the Company and the Faculty Member’s University Research

Professor SSS maintains an active program of research and teaching at the University. Her COMPANY involvement is separate from his University activity. Professor SSS agrees that her first responsibility is to the University and that only applied research not appropriate, or whose funding is not available, to the University will be conducted by THE COMPANY. Funding and other resources that support Professor SSS’s research program at the University and the direction of that research program are not to be used to support THE COMPANY unless contractual arrangements are made with the University.

In the event that THE COMPANY subcontracts research activity to the University, the use of facilities and people, including research assistants and their tuition will be compensated in full. Research subcontracted to individuals in the University will be subject to the standard grants and contracts review process, and will complement and not conflict with their University responsibilities. The PI of any subaward to the University must be different from the PI of the prime award.

In the event that a client of the Company supports research at the University, any research activity involving the client and Professor SSS should be reviewed by the Management Oversight Committee and pre-approved by the Unit Head.

# Management of Conflicts of Interest Concerning Use of University Resources and Intellectual Property

Any use of University facilities or equipment by THE COMPANY will be covered by a technical testing agreement, or a facilities use agreement. Specify that all costs will be reimbursed to the University.

THE COMPANY will not utilize University personnel in support of company activities (e.g., scheduling company meetings, making purchases, writing proposals).

Professor SSS is obligated to disclose to the OTM all intellectual property developed in her laboratory in which the University has an ownership interest and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law.

If THE COMPANY wishes to utilize any University intellectual property, the company will negotiate an appropriate license with the University.

# Review Cycle

Professor SSS will submit an annual report on this outside activity to the Head of the UNIT, attached to her Annual Report of Non-University Activities in the START myDisclosures system. This report will document (a) the time spent on the activity, (b) intellectual property disclosed during the past year, (c) any change in intellectual property licensed to THE COMPANY, (d) COMPANY use of University resources and arrangements made for reimbursement, (e) involvement of students and other University personnel in the company, and (f) the relationship between research in the Professor’s University laboratory and research conducted in the COMPANY. The Head will review this report, and will either approve it or convene the Management Oversight Committee for further review.

This plan can only be modified with the written consent of all signatories.

# Attachments

* Table of University Personnel and their Involvement with the Company

# List of inventions that Professor SSS has disclosed to OTM and its predecessors

# Technical Testing Agreement, if applicable

# Facilities Use Agreement, if applicable

**Acknowledgement of Agreement**

By signing below, I acknowledge my intent to comply with the principles and procedures laid out in this Conflict of Commitment and Interest Management Plan.

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| Professor SSS  Unit | |  | | Date | |
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| **Management Oversight Committee**  By signing below, I acknowledge that I am willing to serve on the Management Oversight Committee and that I concur with the terms of this Conflict Management Plan. | | | | | | |
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| Professor Z Department of Y |  | | Date | |
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| Professor Q  Department of R | |  | | Date | |
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| Professor B Department of J | |  | | Date | |

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| Approvals By signing below, I acknowledge that I approve of Professor XXX’s outside activity with THE COMPANY, as described in this Plan, and concur with the terms of this Plan. | | | |
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| Professor XXX  TITLE, UNIT |  | Date |
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|  |  |  |
| Professor YYY, TITLE  UNIT |  | Date |
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| Professor ZZZ, TITLE  UNIT |  | Date |
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|  |  |  |
| Melanie J. Loots, Ph.D.  Executive Associate Vice Chancellor for Research |  | Date |

**Appendix A. Table of University Personnel and their Involvement with the Company** (attached as an appendix, should include their status as university or non-university) (also if appointments are split between University and company, it’s good to delineate responsibilities on each side) (format of this is variable).

| **Current Employees** | **UIUC Title** | **Company Title** | **Responsibilities to the University** | **Responsibilities to the Company** |
| --- | --- | --- | --- | --- |
| RRR |  |  |  |  |
| SSS |  |  |  |  |
| TTT |  |  |  |  |
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