

Gift Acceptance Oversight Memorandum

Addendum to Conflict of Interest Disclosure Statement for Professor [FACULTY]

Re: [GIFT AMOUNT] gift from [COMPANY] to the Department of [DEPARTMENT], [COLLEGE], Purdue University, to support [ACTIVITIES].

At the request of the Dean of [COLLEGE] and the University Provost, the Department of [DEPARTMENT] has put in place a management plan to address potential conflicts of interest associated with this gift to the University. This action was requested since [FACULTY] has an ownership position within [COMPANY]. This management plan will be in place prior to accepting this gift and using the available funds. The terms of the management plan must be approved by the Dean, Provost and President. Likewise, their approval is required to accept this contribution. Most of the conditions spelled out in this addendum are also covered in Purdue University Forms 32A, 32B and 35. These forms have been signed and submitted by Professor [FACULTY] in relation to [HIS/HER] activities with [COMPANY]. Submission of those forms will continue annually as required by University policy.

1. Professor [FACULTY] acknowledges that this gift from [COMPANY] is an unrestricted gift in support of [HIS/HER] research with no obligation to deliver data or intellectual property to [COMPANY]. Specifically, results from research supported by these funds will be published promptly and [COMPANY] will not be granted prior or preferential access to data. Furthermore, we acknowledge that all intellectual property resulting from research funded through this gift is owned by Purdue and subject to management by Office of Technology Commercialization. There is no obligation to license intellectual property to [COMPANY].
2. These gift funds will be deposited in a separate account within the Department to be managed by the Department Head, as are all gifts. Expenditures from this account will be used to support the research program of Professor [FACULTY], as was the intent of the donor. The Head of the Department of [DEPARTMENT] is responsible for management and oversight of this account to avoid potential conflicts of interest.
3. These funds will not be used to support any salary for Prof. [FACULTY]. This includes summer salary, special merit pay, or salary supplements. Using these funds for such purposes would be a clear conflict of interest.
4. The Department Head with assistance from the Department of [DEPARTMENT] Business Office will maintain a record of expenditures for these funds, including salaries of students and employees supported on this account. The Department Head will serve as an ombudsman and be a clearing house for any employee who is concerned that their work assignment may be linked to a potential conflict of interest between Purdue University and [COMPANY].

5. [COMPANY] is currently negotiating a sponsored research agreement with Purdue University. In addition, [COMPANY] may have future sponsored grants with Purdue. In these instances, arrangements will be made so that individual graduate students, post doctorate scientists and other personnel are not supported simultaneously by both [COMPANY] gift funds and [COMPANY] sponsored research funds. Records of the funds used to support laboratory personnel will be maintained within the Department of [DEPARTMENT] Business Office, as is our current practice.

6. Professor [FACULTY] will submit an annual report of activities and accomplishments resulting from these gift funds to the Department Head in [DEPARTMENT] by July 30 of each year. This report will include documentation of all personnel supported on the funds, all publications and presentations resulting from the supported research, and finally a list of all intellectual property resulting from the research.

This management plan and the associated reporting will remain in place for as long as there are funds remaining in this account.

Approval Requested - [FACULTY]

Date

Approval Requested - Department Head

Date

Approval Requested - Dean

Date

Approval Requested - Provost

Date

Approval Requested - President

Date