DISCLOSURE OF FINANCIAL INTERESTS AND ENTREPRENEURSHIP/CONSULTING ACTIVITIES

A step-by-step guide to securing required approvals and manage conflicts of commitment and financial conflicts of interest

**Action**
Complete a request for approval via the Outside Activity Disclosure Database at http://bit.ly/1TrDriN.

**REPORTABLE OUTSIDE ACTIVITY**
Do you have a Reportable Outside Activity (ROA)? Any work, advice or service for an entity other than Purdue University may constitute an ROA. For help in making your determination, review definitions at http://bit.ly/1Qoa71J, or contact your supervisor, department head or vpec@purdue.edu.

**RESEARCH PROJECTS**
If you are an investigator on sponsored research, do you have a Significant Financial Interest (SFI) related to the project (or institutional responsibilities, if funded by the Public Health Service or National Institutes of Health)? See http://bit.ly/1TV8Xa7, or contact fcoi@purdue.edu.

**Action**

**PURCHASE/PROCUREMENT/SUB-CONTRACTS**
Do you have a financial interest related to a Purdue purchase or procurement from, a contract or sub-contract to, a company in which you or a family member have an ownership interest? Approval from the Board of Trustees is required before a purchase/procurement/sub-contract occurs.

**RESEARCH PROTOCOLS**
If your research projects involve human subjects or living vertebrate animals, do you have a Significant Financial Interest (SFI) related to protocols you submit to the Institutional Review Board or the Purdue Animal Care and Use Committee?

**Action**

**NEPOTISM**
Are you supervising or planning to supervise someone with whom you have a close personal relationship (including blood, marriage, adoption or domestic partnership)? Nepotism is prohibited under Purdue policy and Indiana law except when someone's employment under these circumstances would benefit the university.

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**Action**
Complete a Conflict of Interest Disclosure Statement at http://bit.ly/1WWWQIW and submit to vpec@purdue.edu or fcoi@purdue.edu.

**ENTREPRENEURSHIP**
Are you an investigator or entrepreneur associated with outside entities commercializing Purdue intellectual property?

**VOTING MEMBERSHIP**
If you are a voting member of a university regulatory committee, do you have a Significant Financial Interest (or personal or professional relationship) that may reasonably appear to be related to a protocol that your board or committee will be reviewing?

**Action**
Contact the responsible official (fcoi@purdue.edu) to help determine whether your role could create a conflict of interest with Purdue research activities and/or institutional responsibilities.

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**Action**
Working with your supervisor, contact the Vice President for Ethics and Compliance to request an exception: http://bit.ly/1LF8QhF

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