

1. **Title**

Institutional Conflicts of Interest

2. **Policy**

Sec. 1 Applicability. This policy applies to Institutional Conflicts of Interest (ICOI) of, and Institutional Officials within, **[Institution]**. Individual conflicts of interest are addressed in **[HOP #]**.

Sec. 2 Purpose. To assure that ICOI are identified, disclosed, and managed or eliminated in order to safeguard the primary missions of **[Institution]**.

Sec. 3 ICOI may arise in situations such as:

1. An institution licenses intellectual property to an outside entity and holds substantial royalty or equity interests in the entity which may be affected by ongoing institution research or other institution activities;
2. Substantial gifts to the institution appear to be connected to decisions related to the institution's primary missions in ways that may not be appropriate;
3. An institution holds substantial investments or equity interest in an outside entity that has a financial or business relationship with the institution;
4. A Significant Outside Financial Interest of any Institutional Official affects or appears to affect the decisions of the Institution;
5. An institution enters into a transaction that compromises or appears to compromise the institution's research, teaching, service to students, patient care, outreach mission activities, or its institutional reputation.

Sec. 4 ICOI Committee Creation and Authority. The **[Institution]** ICOI committee is hereby officially established. The ICOI committee is empowered to identify, disclose, and provide advice on management or elimination of all facets of ICOIs.

If an ICOI is identified and circumstances justify the activity, the ICOI Committee is empowered to develop and approve management plans to minimize the risks of undue influence on decisions affecting **[Institution]**'s primary interests and missions. If the circumstances giving rise to an ICOI do not justify the activity, the ICOI Committee is empowered to prohibit the activity. The ICOI Committee will review ICOI management plans annually to determine if the conflict persists, document compliance with the plan, and assess the need to reissue or modify the plan.

In the event that a particular ICOI relates to the Significant Outside Financial Interests of the president, the ICOI committee will report its recommendations directly to U.T. System Administration.

The ICOI committee may always refer potential ICOIs directly to U.T. System Administration in any other circumstance deemed prudent by the committee.

The **[Institution Department]** will support the functions of the ICOI committee.

Sec. 5 ICOI Committee Composition. The ICOI committee will have seven voting members, selected by the president or his/her designee. Three of the seven voting members must be faculty, chosen by the president from a larger list of eligible faculty members created by the faculty senate. The list must contain at least twice the number of faculty members as the final number to be selected by the president. One voting member of the committee should have no institution affiliation.

Sec. 6 Identification of ICOIs.

Institutional Officials

ICOI that arise out of the individual conflicts of interest of Institutional Officials will be identified and managed in accordance with the process described in UTS 180 and **[Institution HOP X.XX]**. If upon review by the ICOI Committee, the ICOI Committee finds that an individual conflict of interest management plan does not sufficiently address issues unique to ICOI, the ICOI Committee is empowered to impose additional restrictions to fully address ICOI.

Institutional

ICOI may be identified through review of **[Institution]**'s financial interests and relationships, including licensing revenues, other ownership interests, gifts, grants, or donations. While the review of **[Institution]**'s financial interests will be ongoing, employees of **[Institution]** may refer any matter suspected to involve an institutional conflict of interest to the ICOI Committee for review.

Sec. 7 **[Institution]** will provide for the anonymous reporting of potential ICOIs to the ICOI Committee

3. Definitions

Executive Officer- Includes, but is not limited to, the president, all individuals who report directly to a president (other than administrative support positions), and any employee who exercises broad and significant discretion over key institution or System functions.

Institutional Conflicts of Interest (ICOI) – Any Significant Outside Financial Interest of the Institution or an Institutional Official that reasonably poses a risk of significant and direct influence on decisions involving the institution's primary interests or missions (e.g., research, teaching, service to students, clinical care, and/or administration of these missions).

Institutional Official –each executive officer of **[Institution]**.

Significant Outside Financial Interests of the Institution – Any substantial financial interest, including:

Gifts from any person, business, or entity;

Payments from a person, business, or entity for the licensing of intellectual property; and

Equity and ownership interests in entities held by the institution, including equity and ownership interests resulting from technology transfer activities.

Each institution may choose to adopt more specific criteria and thresholds, suitable to the unique circumstances of their institution.

Significant Outside Financial Interests for an Institutional Official – Includes (as further defined in UTS 180):

1. Outside Employment;
2. Outside Board Service;
3. Substantial Interest in a Business Entity; and
4. Gifts over \$250 (as limited by Section 8 of UTS 180).