

CONFIDENTIAL

Form A Declaration for Conflict of Interest and Time Commitment

A. Employee Identification

Name:

Dept/Unit:

title:

Conflict of Interest, Conflict of Time Commitment, and Consulting

K-State recognizes the value of faculty and staff interaction with business and industry, private foundations, and government agencies to foster the University mission, facilitate professional development, and promote expansion of knowledge. While these interactions can provide valuable experience, they can also result in an actual or potential conflict of interest or conflict of time commitment. KState's policy on Conflict of Interest and Conflict of Time Commitment is located in [Appendix S](#) of the University Handbook. You should read, and familiarize yourself with this policy.

The questions on this form ask you to disclose information relevant to determining whether your activities and/or external remuneration, if any, creates an actual or potential conflict of interest or a conflict of time commitment. The questions are about ownership interest, remuneration received, or offices held, as well as activities that might impact your time commitment to your job at K-State. If any of these activities receive a response of "Yes" then you will also be required to complete Form B, which will ask about the details of those activities. You are required to fill out these forms accurately and completely.

Full-time unclassified faculty and staff of K-State owe their primary professional responsibility to K-State. Faculty and unclassified staff are expected to maintain a presence on campus commensurate with their appointments. Conflicts of time result largely from activities that detract from this time and presence commitment, if even on a temporary basis. Conflicts of interest, on the other hand, often result from external activities that may appear to or actually hinder an employee's objectivity or primary commitment to K-State due to third-party remuneration paid to that employee.

When a conflict of time or interest is identified, either the conflict should be eliminated or a management plan should be developed and agreed upon by the employee and unit head or immediate supervisor. Supervisors/unit heads are responsible for determining whether a conflict can be adequately managed.

If during the year, you have other external activities or remuneration, you are required to update this form and/or fill out a Consulting Request Form, if applicable.

Open disclosure and active management of any conflicts is key to K-State remaining eligible for federal funding and employees demonstrating their primary commitment to K-State.

Last, this form asks a question regarding financial interests received from any foreign entity. K-State reviews these disclosures to ensure compliance with federal export controls laws; an answer to yes on those will direct you to the applicable form(s) for that purpose.

Please note, this disclosure is separate and distinct from (and in addition to) the State of Kansas Statement of Substantial Interest that some employees are required to fill out.

SECTION A - CONFLICT OF INTEREST

Ownership: Ownership interest in any corporation, partnership, trust, joint venture, and every other business interest, including land used for income which you or other members of your household own or have owned within the preceding 12 months, which represents a legal or equitable interest exceeding \$5,000 or five percent, whichever is less. Ownership of intellectual property, e.g., patents, royalties, and copyrights is also included. Ownership of funds and holdings acquired through the Regents' retirement programs is not included. Are there any ownership interests you have or a member of your family has which meet this criteria?

Yes/No:

Could an independent observer conclude that they appear to influence or potentially conflict with any of your employment duties, such as any research/educational activities?

Yes/No:

Remuneration: Receipt of salary, compensation, fees, commission, anything of value, or economic benefit conferred within the past 12 months in return for services rendered or to be rendered from one or more outside entities in excess of \$5,000.

Have you or a member of your family received or do you or a family member expect to receive remuneration as defined above?

Yes/No:

Could an independent observer conclude that said remuneration influences or potentially conflicts with any of your employment duties, such as any research/educational activities, at K-State?

Yes/No:

Office: A position or office of director, officer, associate, partner, or proprietor in any outside entity in which greater than 5% ownership is held or for which more than \$5,000 compensation is received.

Do you or does a member of your family hold an office as defined above?

Yes/No:

Could an independent observer conclude that this office significantly affects or is affected by any of your employment duties, such as research/educational activities, at K-State?

Yes/No:

Financial Interests Received From any Foreign Entity: Receipt of salary, anything of value, or economic benefit, including sponsored travel, conferred within the past 12 months, or will occur in the next 12 months, received or to be received from any foreign entity, including governments and universities, in return for services rendered or to be rendered. This includes fees received from private consulting or other international business activities, from any one entity or any government (including, for example, foreign companies, foreign universities, foreign government or public entity or institution).

Have you or your family received or do you expect to receive compensation from any foreign entity?

Yes/No:

If you check yes, please fill out the Financial Interests Received From any Foreign Entity Form available at <https://www.k-state.edu/comply/research-security/forms/Form%20EC%20003%20-%20Int%20consulting%20and%20Int%20Financial%20Interests%201-11-2021.pdf>. Please email the completed form to the University Research Compliance Office at comply@ksu.edu

CONFLICT OF TIME COMMITMENT: As discussed on the introductory page, as an employee you must disclose actual and potential conflicts of time.

Have you engaged in any activity (not previously disclosed) or do you expect to engage in any activity in the future that could impact or appear to impact your primary professional responsibility to K-State, your primary commitment of time and intellectual effort to K-State, and/or your presence on campus commensurate with your appointment? Some examples may include consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation.

Yes/No:

Please note, external activities throughout the year that create an actual or potential conflict of time must be approved by your supervisor prior to the activity.

Form A Affirmation: I have read and I understand K-State's [Appendix S](#), University Handbook, which addresses Conflicts of Interest and Time.

Yes/No:

DECLARATION: I, **[type your name]**, declare that I have examined this form and to the best of my knowledge and belief, it is a true, correct and complete statement. I have read K-State's Policy at [Appendix S](#). I have complied and will comply with consulting approval policies and procedures of K-State. I have complied with federal conflict of interest policies and regulations. Also, I understand that failure to file this statement as required or intentionally filing a false or incomplete statement may result in disciplinary action against me. I understand that I am required to promptly update this form if any information changes or needs to be added.

Signature	Date	Employee ID #
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ACCEPTED:

For Dept/Unit

Date

ACCEPTED:

For Dean/VP/Pres

Date

ACCEPTED:

For Pres/Provost/VP

Date