



HLC Accreditation 2020-2021

Evidence Document

Research

Office of Research Compliance

Annual Conflict of Interest Statement

Additional information: This evidence includes the Annual Conflict of Interest Form that WSU employees sign online using the myWSU internal system and the Office of Research Compliance COI web page available at:

https://www.wichita.edu/research/ConflictofInterest/COI_FAQ.php

(Accessed March 10, 2021).

Conflict of Interest

Purpose:

All Wichita State University faculty and unclassified staff, and any other members of the University community who are responsible for the design, conduct, or reporting of research or educational activities, are required to disclose certain relevant financial interests for compliance with federal, Kansas Board of Regents (KBOR) and Wichita State University policies. Additionally, as part of the annual appointment process, Kansas Board of Regents policy requires all faculty and unclassified staff to disclose to Wichita State University whether they or members of their immediate family, personal household, or associate entities (e.g., corporations, partnerships or trusts in which they have significant interest, etc.) have consulting arrangements, significant financial or managerial interests, or employment in an outside entity, or any external professional activities that entail time commitments, whether paid or unpaid. This reporting system seeks information regarding certain financial interests and time commitments, as well as additional information about certain other activities and relationships. These disclosures will help your supervisor and other appropriate university officials determine whether a potential conflict exists and what steps, if any, need to be taken to manage or eliminate the conflict, as appropriate.

Procedure:

As per KBOR and WSU policy, this form must be completed annually, **regardless** of whether you have any outside activities, interests, or commitments to report. Should any of your answers to these questions change at any point during the annual reporting period, you must update this form as soon as such situations become known. Failure to disclose the required information at any time could result in an inability to conduct research, apply for sponsored research opportunities, and/or employee discipline, up to and including termination.

Please consult [KBOR](#) and [WSU](#) policies on Commitment of Time, Conflict of Interest, Consulting and Other Employment for additional information. For assistance, you may also contact the Office of Research Compliance at compliance@wichita.edu.

To prepare for completing this form, you may want to collect the following personal financial, tax and contractual documents:

- any consulting agreements you have signed on behalf of yourself or your business this year
- receipts from non-WSU travel paid by outside companies
- any stock option agreements where you are the optionee

- your stock portfolio summary
- your IRS 1040 and/or 1099 forms



Conflict of Interest

Certification Statement

In submitting this Statement, I certify that the above information is true to the best of my knowledge and that I have read and understand Wichita State University's policy on Commitment of Time, Conflict of Interest, Consulting and Other Employment. I certify that I have disclosed all potential financial interests as required by all WSU policies, including these policies. I agree to comply with the provisions of WSU policies to immediately report changes in my financial interests. Furthermore, I agree to comply with conditions or restrictions imposed by WSU to manage, reduce, or eliminate actual or potential conflicts of interest. I understand that my failure to abide by these policies and/or disclose conflicts of interest and/or commitment may subject me to discipline up to and including termination.

I understand that the information on this form is solely for use by Wichita State University and is considered confidential information to the extent permitted by law. Release of this information within Wichita State University will be on a need-to-know basis only. Release to external parties will be only when required by law.

- Date submitted: mm/dd/yyyy hh:mm:ss AM/PM

Print

Make Changes

Overview:

Wichita State University employees are encouraged to interact with business, industry, public and private foundations, and government agencies to facilitate professional development. They are also encouraged to promote the expansion and application of knowledge gained through research. It is important that these activities are conducted in a manner that avoids or minimizes conflicts of time commitments and conflicts of interest.

Policies and Reporting:

The Kansas Board of Regents (KBOR) and WSU policies require that all University employees (except student employees and graduate students) complete and submit a yearly report of financial interests and time commitments. ***All University employees must complete a disclosure even if the employee has no involvement in sponsored programs and/or no conflicts of time interest.*** Additionally, it is the responsibility of the employee to make and file ad hoc reports to disclose any instances of conflict (actual or potential) as soon as they become known, and in any instance, not later than thirty (30) days after discovery or acquisition of the actual or potential conflict of time commitment or interest.

Need to complete your annual report?

We are happy to announce that the reporting process is now automated and available under 'My Training' after signing onto [myWSU](#).

CONFLICT OF INTEREST - DEFINITIONS

1. What is a conflict of interest?
2. What is a conflict of time commitment?
3. What are "Institutional Responsibilities?"
4. What are "financial and managerial interests?"
5. What is outside employment/collaboration?"
6. What are "lobbying activities"?
7. What is "sponsored or reimbursed travel?"
8. What is a collaboration (and do I have to disclose even if there is no money involved)?

REPORTING - GENERAL

1. Why do I need to submit a COI Disclosure form?
2. When and where do I submit my COI Disclosure form?
3. I submitted my annual COI Disclosure form; do I need to submit updates at other times during the year?
4. I do not have any conflicts. Why do I still need to submit a COI Disclosure?
5. Wait - don't I already fill this out for the State of Kansas and/or HR?
6. Am I required to report the financial interest of an external entity in which I (or identified others) have a financial or managerial interest in?

REPORTABLE INTERESTS

1. What do I have to disclose?
2. Are there activities that do not need to be disclosed?
3. Do I really need to report my spouse's and dependent's interests?
4. I'm not sure if I should disclose something. What should I do?

REVIEW AND MANAGEMENT

1. Who reviews the COI disclosures?
2. Who determines whether my interests could create a conflict of interest?
3. If it is determined that I have a conflict of interest, does it automatically mean that I cannot participate in external activities?
4. How are conflicts of interests managed?

TRAVEL

1. Why do I have to disclose sponsored or reimbursed travel?
2. What sponsored or reimbursed travel should be disclosed?
3. What sponsored or reimbursed travel is not disclosed?

Don't see your question? Contact us at coi@wichita.edu.

COI Training:

The Council on Governmental Relations (COGR) published "[Recognizing and Managing Personal Financial Conflicts of Interest](#)" as a resource guide for researchers and research universities.

Publication Disclosure Statements:

Public disclosure is a management plan element that serves to protect investigators and WSU

against any allegations of malfeasance by identifying and disclosing in an open and transparent way, all potential dual or competing interests that the investigator may have or appear to have in relation to his research. For more information about situations when disclosures should be made and specific language samples, please see "[Publication Disclosure Statements for Conflicts of Interest.](#)"

To take WSU’s online COI training, please visit our [CITI Online Training](#) page.

CONFLICT OF INTEREST AND FINANCIAL CONFLICT OF INTEREST CITI TRAINING MODULES					
COI Course	Module ID	Estimated Time to Complete	Researchers	WSU Employees	Budget Officers and Budget Review Officers
Financial Conflicts of Interest: Overview, Investigator Responsibilities and COI Rules	15070	60 minutes	X		
Institutional Responsibilities as they Affect Investigators	15072	40 minutes	X		
Conflicts of Commitment and Conscience	15073	30 minutes	X	X	X
Institutional Conflicts of Interest	16765	25 minutes			X

COI Policies:

WSU Policy 3.04 / [Commitment of Time, Conflict of Interest, Consulting and Other Employment](#)

WSU Policy 3.16 / [Employment of Relatives](#)

WSU Policy 9.22 / [Disclosure of Financial Conflicts of Interest for Public Health Service Supported Investigators](#)

Kansas Board of Regents [Board Policy Manual](#)

National Institutes of Health [Financial Conflict of Interest](#)

National Institutes of Health [Research Integrity](#)

National Science Foundation [Conflicts of Interest](#)

State of Kansas [Governmental Ethics Commission](#)