**Conflict of Interest declaration and management plan
(where connected to University spinout companies)**

**Name:**

**Department:**

**Name of company (and company number):**

**Declaration of interest**

[***Provide brief history – reasons for a spinout, background of your research, other founders whether in the University or outside the University, any IP being licensed into the company if any, plans for the next two to three years or so (as per the business plan), planned interactions by the company with the University.***]

I recognise that I have various duties and responsibilities as a ***[full/part time employee][student]*** of the University. The nature of the above declared relationship(s) and interaction(s) means that my commitments and obligations to the University and/or to other third parties (such as funders or regulatory bodies), and my independent judgement, may be compromised or appear to be compromised by (a) personal gain (direct or indirect) and (b) my commitments and obligations to such other parties.

**Management of conflict**

I will undertake my primary roles of research and teaching in the University without regard to the interests of the company and will keep in mind the separation of activities in my various roles inside and outside the University (examples of which are in the table at end of this plan).

I will manage conflicts or potential conflicts by (i) declaring my interest in the company or relationship with the person each time that it is mentioned or they are involved in connection with the University and then (ii) stepping back from the situation and following the steps set out below:

**My interactions (and those of my group) with the company**

* Completing separate OA1 forms and obtaining Head of Department approval in respect of any personal consultancy with the company and/or directorship, before taking up such appointment/s
* Reminding any post-doc/member of my research group who wishes to undertake consultancy work for the company of the need to seek prior approval from the Head of Department (via the OA1 form)
* Ensuring no research or supervision of research in the University is undertaken under a consultancy agreement with the company or in my role as a director (whether by me or others in my group or in the University).
* Ensuring no overlap between the scope of any consultancy work and work carried on in the University (whether by me or others in my group or in the University)
* Protecting members of my group from approaches by the company to give undue time and effort to the company’s research over their other projects funded by other bodies/companies
* Contacting the Department as soon as the company approaches me or members of my group or anyone else in the University about working with the company, whether as an employee (part time or full time) or otherwise

**Company interactions with the University**

* **General:** Informing my Department and Research Services, and other units in the University as applicable, each time of any planned interaction between the company and the University – whether it be grant applications, research sponsorship, collaborations, studentships, visitors use of equipment or resources, services, procurement etc – declaring the nature of my interest, and then stepping back from decisions on whether to proceed, and/or discussions about price or terms
* Not signing contracts which are with the University, in my capacity as a director of the company
* Not disclosing to the company any costings or other financial and confidential University information (e.g. which is on the University website under single sign on access)
* **Research plans:** Ensuring that any research supported or planned to be supported by the company is be detailed in writing such that there is no overlap with the research supported by third parties ongoing in my laboratories/group
* **Third party funding:** Declaring my conflict of interest on all grant applications (internal or external) involving the company
* Making sure someone else is named as the representative for the company on joint grant applications and awards, whether for notice purpose or management committees or otherwise;
* Making sure that someone else other than me is appointed as the University representative on management committees or similar
* **Students:** Obtaining approval of the Head of Department for any proposed support by the company of students under my supervision (whether top-up, fully-funded or by way of in kind contributions). [***Named person***] has been appointed as the co-supervisor of [***named student***]. Their role will be to ensure that the results of the students’ research are appropriately published in a timely manner. The students will also be able to raise with the co-supervisor any concerns which they may have.

**Publication, confidentiality and IP**

* Declaring my conflict of interest on publication of results related to the activities of the company
* Ensuring no leakage of research, confidential information or IP in respect of other work being carried out, whether in my group or across the University
* Ensuring that any new IP developed is handled through Research Services and OUI in the normal way, so that all contributors to the development of IP are rewarded in accordance with the University’s Statutes and Regulations

[**Other** - this might include points to note in relation to: procurement, recruitment, admissions, interactions with your college, membership of University committees or other committee work, journal editorships etc.]

**General**

So that the Department’s administration and finance team, Research Services, and others in the University, can carry out their roles of supporting my research and other University activities, the Head of Department has appointed [***named academic***] as the independent academic contact who can be consulted on matters I would normally be consulted on, but for the potential conflict. Likewise, anyone in the University who may have concerns about conflicts may speak to [***named academic***].

Other, unforeseen, conflicts may arise from time to time. I will try to be alert to these, but in such cases, or if I find myself in a situation in which I feel unsure or uncomfortable, the [***Head of Department][Head of Administration & Finance***] has indicated that they would be happy to discuss such matters.

I will review the operation and content of this declaration and management plan with my Head of Department on an annual basis. But I also acknowledge that effective management is an ongoing and continuous process, and that I will be acting on the actions set out in this plan on a daily basis.

In order to ensure full disclosure, a copy of this declaration and management plan will be provided by the [***Departmental Administrator][Head of Administration & Finance***] to all members of my research group and to all potential members to whom a position is being offered. This plan may also be provided to other academic groups within the University with whom I am collaborating, or to third parties.

Signed: [***full name***]

Date:

Signed in agreement: [***Head of Department][Head of Division***]

Date:

Signed in acknowledgement: [***Head of Administration & Finance*** ]

Date:

Examples of the different activities of an academic who is both PI and/or Non-Executive Director and/or Consultant

|  |  |  |
| --- | --- | --- |
| **PI** | **Non-Executive Director** | **Consultant** |
| Create detailed research plans, including schedules and resources required for the project | Help develop/challenge company strategy and promote the success of the company | Provide general subject area advice and expertise; train staff; attend technical review meetings |
| Direct the research project, undertake research and supervise research staff at the University | Monitor company performance | Advise on product development planning and strategies; how the licensed technology will be turned into a product |
| Report results to the research funder, identifying new IP, liaising with OUI over IP protection | Ensure integrity of financial information and sufficiency of risk management systems | Identify and define technical problems that may need addressing, either through new research and development or through other strategies such as in-licensing 3rd party IP, accessing technical services, or other consultancy advice |
| Manage relevant compliance obligations in respect of research e.g. health and safety, ethics approval, export controls | Ask monitoring questions to ensure the company is compliant with applicable law | Ensure personal consultancy activities are compliant with legal obligations |
| Liaison with funder over potential publications | Set remuneration levels of the executive directors (EDs), support hiring of EDs, and succession planning | Advise on how the technology can be made more robust, fit for manufacture, regulatory requirements such as GMP process |
|  | Attend Board meetings |  |