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**MANCHESTER UNIVERSITY** **FINANCIAL CONFLICT OF INTEREST (FCOI) DISCLOSURE FORM**

To comply with federal regulations ([C.F.R. Part 50 Subpart F](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=42:1.0.1.4.23) and other relevant federal regulations) and [Manchester University policy](https://www.manchester.edu/about-manchester/institutional-effectiveness/grants-sponsored-programs/policies), all Investigators applying for and working on federal agency-funded projects/potential projects must disclose significant financial interests (SFIs) that are related to any of the investigator’s federally-funded projects/potential projects, or (in the case of PHS-funded, including NIH, projects/potential projects) any of the Investigator's institutional responsibilities. Investigators are ALL persons, regardless of title or position, who are responsible for the design, conduct, or reporting of research proposed for funding by the federal agency, including collaborators or consultants.

In making this certification, all Investigators must disclose SFIs related to his/her federally-funded projects/potential projects, or (in the case of PHS-funded, including NIH, projects/potential project) any of the Investigator's institutional responsibilities, aggregated for the Investigator and those of the Investigator’s spouse, domestic partner and dependent children. SFIs are defined below and all SFIs that meet the listed thresholds listed must be disclosed.

* **SFI In Publicly Traded Entities** – the value of remuneration in the 12 months preceding disclosure and the value of any equity interest as of the date of disclosure that, when aggregated, exceeds $5,000 for PHS-funded agencies or $10,000 for other federal agencies.
* **SFI In Non‐Publicly Traded Entities** ‐ the value of remuneration in the 12 months preceding disclosure exceeding $5,000 for PHS-funded agencies or $10,000 for other federal agencies; OR ANY equity interest in a non-publically traded entity (e.g., stock option, or other ownership interest).
* **Intellectual Property -** (IP) rights and interests, upon receipt of income related to such rights and interests (EXCLUDING IP rights assigned to Manchester University and agreements to share royalties related to such rights).
* **Reimbursed or Sponsored Travel** ‐ ANY (and ALL) travel paid on behalf of the Investigator and not reimbursed directly to Investigator so that the exact monetary value may not be readily available (in the last 12 months). This does not include travel on sponsored projects if charged to a grant account, travel that is sponsored by a Federal, State, or local government agency, or service on advisory or review panels for government agencies or institutions of higher education (IHE) or facilities affiliated with IHEs.

An SFI does **NOT** include:

* Salary, royalties, or other remuneration paid by Manchester to the Investigator, if the Investigator is currently employed or otherwise appointed by Manchester, including income from IP rights assigned to Manchester;
* Income from investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles;
* Income from seminars, lectures, or teaching engagements sponsored by a Federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education; or
* Income from service on advisory committees or review panels for a federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

Investigators MUST update disclosures annually during federal agency funded-research and within 30 days of discovering or acquiring a new disclosure.

***CONFIDENTIAL***

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1. FORM INFORMATION

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| --- | --- | --- |
| Investigator: |  | |
| Dept.: |  | |
| Project status: (circle one) | **New**  (submitting a proposal) | **Current**  (annual disclosure) |
| Project Title: |  | |
| Agency (the proposal will be/was submitted to…): |  | |
| Role on Project (PI, Co-PI, Senior/Key Personnel, Consultant, Other): |  | |

1. CIRCLE CHOICE A or B.If choice number B applies, fill in the SFI information below.
2. I hereby certify that I have read and understand the Manchester University FCOI Policy. I certify that to the best of my knowledge neither I, my spouse, partner, nor my dependents hold an SFIs that would reasonably appear to be related to my federal agency-funded projects/potential projects, or (in the case of PHS-funded projects/potential projects), any of my institutional responsibilities.
3. I have the following relationships, affiliations, activities, or interests which constitute SFIs under the Manchester University FCOI Policy:

(Describe the SFI and its value below or attach PDF. If for travel, additional documentation may be needed – the disclosure must specify the purpose of the trip, the identity of the sponsor/organizer, the destination, and the duration. Disclosures will be treated as confidential personnel information.)

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1. INVESTIGATOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_