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## Conflict of Interest Form – Annual Disclosure of Financial Interests and Obligations

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As part of its commitment to promoting objectivity in research and in compliance with federal regulations on conflict of interest, Binghamton University has adopted an Annual Disclosure Policy. This policy requires that the investigators submit an annual disclosure form to ensure that the design, conduct and reporting of sponsored program activity will not be biased by the significant financial interests or obligations of any investigator. To comply with this policy, each investigator must submit an annual disclosure form on or before October 1, but no later than:

- submission of an application to an external sponsor, or
- acceptance of an award where there was no prior disclosure submitted for that work

The submission of this annual disclosure satisfies the requirements of the Department of Health and Human Services (PHS) and the National Science Foundation (NSF). These agencies require that, by the time an application is submitted, each investigator planning to participate in PHS or NSF-funded research has disclosed his/her known significant financial interests (and those of his/her spouse and dependent children) ( 42 CFR Part 50 Subpart F and 45CFR Part 94 and Section 510 of the NSF Grant Policy Manual).

Questions concerning this policy or the annual disclosure should be addressed to Stephen A. Gilje, Associate Vice President for Research ([sgilje@binghamton.edu](mailto:sgilje@binghamton.edu)).

## Conflict of Interest Form – Annual Disclosure of Financial Interests and Obligations

All Binghamton University investigators seeking external sponsored funding to conduct scholarly activities are required to complete and file a signed disclosure form each year. Each investigator must complete this form before a proposal can be endorsed for submission.

Specific Instructions: Place a check in the appropriate column for each question. Once every question is answered, the investigator must certify the information by signing the bottom of the form. The completed annual disclosure should be placed in a sealed envelope, marked confidential, and forwarded to the Stephen A. Gilje, Associate Vice President for Research, Division of Research. Sponsored Programs will not endorse submission of your sponsored programs application until your annual disclosure form has been submitted. Sponsored Funds Administration will not release your award until it has been determined that an up-to-date disclosure is on file.

Investigator Name:		
Department/School:		
<b><i>Questions</i></b>	<b>Yes*</b>	<b>No</b>
Do you, your spouse or dependent child(ren) hold a position of management, such as board member, director, officer, partner, trustee, employee or consultant with a sponsor, a vendor or (sub) contractor related to the sponsored program activity?		
Do you, your spouse or dependent child(ren) have significant financial interest in a Sponsor, a vendor or (sub) contractor related to your sponsored program activity? Significantly financial interest includes stock, stock options, and/or any other ownership interest valued at more than \$10,000 or 5% ownership.		
Is it reasonable to anticipate that your financial interest could be directly and significantly affected by the design, conduct, or reporting of your sponsored program activity?		
Investigator Certification: <ul style="list-style-type: none"> <li>• I have read and understood the Conflict of Interest Policy _____</li> <li>• I agree to file a new or updated Investigator Disclosure Form if the answer to any of the above questions changes.</li> <li>• I certify that the answers to the declaration are accurate and truthful to the best of my knowledge.</li> </ul>		
Signature: _____	Date: _____	

\* If the answer to any question is Yes, please contact the Associate Vice President for Research prior to submission of this form.