



CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT
ANNUAL STAFF DISCLOSURE FORM

INSTRUCTIONS: All staff members are required to complete this form annually and submit it to their supervisor, or, in the case of managers in academic departments, programs, centers, or institutes, to Karen Haskin, Office of the Provost, 323 Nassau Hall, khaskin@princeton.edu. This form enables staff members to disclose and document all perceived and/or potential conflicts of interest or conflicts of commitment thoroughly as specified by University policy. In addition, this form serves as an annual reminder and recommitment to the six sub-sections of the conflict of interest policies. Please type or print clearly.

NAME:

TITLE:

DEPARTMENT:

PERIOD COVERED:

EMPLOYMENT STATUS (check one): FULL-TIME: [] PART-TIME: [] (if part-time, duty time = ____ %)

Section 1—NEPOTISM AND PERSONAL RELATIONSHIPS IN THE WORKPLACE

During the past 12 months, have you initiated or participated directly or indirectly in decisions that provided a direct benefit (e.g., hiring, merit increases, work assignments, performance appraisals, etc.) to persons related to you by blood, marriage, or civil union, or members of the same household, including domestic partners or persons with whom you have a personal relationship? YES [] NO []

If "yes," please describe the nature of the relationship, including a description of the real or potential for conflict of interest or conflict of commitment.

Section 2—CONSULTING, OUTSIDE EMPLOYMENT, AND OTHER OUTSIDE ACTIVITIES

During the past 12 months, have you:

- worked as an employee, independent contractor, or consultant (paid or unpaid) for any organization other than Princeton University? (You are not required to disclose work that is not connected to and does not interfere with your responsibilities at Princeton and takes place after normal working hours.) YES [] NO []
had a management or other fiduciary role in any organization other than Princeton? This includes but is not limited to service as an officer, board of director, or supervisor or manager at an organization other than Princeton. It also includes any type of scientific, technical, advisory, or other board appointment for which you might or might not have received remuneration or reimbursement for related travel or other expenses? YES [] NO []

If you answered “yes” to any of the items above, please list all activities below and the nature of your relationship with that entity.

Organization/Position	Nature of Work and Relationship to Your Activities at Princeton	Number of Days Worked during Past Calendar Year

In light of Princeton University’s policies and standards and your responses above, do you perceive any risk of conflict of interest or commitment, or serious appearance of conflict of interest or commitment, in performing your University job duties? YES NO

If “yes,” please describe the nature of the relationship, including a description of the real or potential for conflict of interest or commitment. Attach an additional sheet if necessary.

Section 3—PURCHASING AND CONTRACTS

During the past 12 months, have you made any decision or do you have the authority to make a decision as an employee of Princeton University with respect to any organization:

- in which you (or persons related by blood, marriage or civil union, members of the same household, including domestic partners or persons with whom you have a personal relationship) have greater than one percent (1%) of such organization’s stock or ownership interest?
YES NO
- with which you or persons related by blood, marriage, or civil union, or members of the same household, including domestic partners or persons with whom you have a personal relationship, have current or pending employment, consulting, management, fiduciary or similar affiliation?
YES NO
- from which you have solicited or accepted gifts, gratuities, favors, or anything of monetary value, including and not limited to current or potential vendors or contractors or their agents? Exceptions include ordinary business courtesies, such as payment for a meal or event, or acceptance of gifts that are promotional items without significant value and that are distributed routinely.
YES NO

If you answered “yes” to any of the items above, please provide a brief analysis and description below of the real or potential conflict of interest or commitment. Attach an additional sheet if necessary.

Company	Nature of Work and Relationship with Your Princeton Related Activities (Include Any Sponsored Program at Princeton That Might Be Affected)	Amount and Percentage of Ownership	Approximate Value

Section 4—GIFTS, SOLICITATIONS, AND USE OF UNIVERSITY RESOURCES

During the past 12 months, have you:

- solicited gifts from vendors, contractors, local businesses, University departments, or others with whom there is a potential or ongoing professional relationship? **YES** **NO**
- accepted gifts or perquisites from local businesses, vendors, contractors, or others with whom there is a potential or ongoing business or professional relationship, including travel expenses, meals, hotel accommodations, or their reimbursement, etc.? Exceptions include ordinary business courtesies, such as payment for a meal or event, or gifts which are promotional items without significant value and which are distributed routinely. **YES** **NO**
- engaged in fundraising events with coworkers on behalf of charitable organizations? Exceptions are passive fundraising events (e.g., an office display for selling Girl Scout cookies, etc.) and University-sponsored activities, such as the United Way. **YES** **NO**
- used your office, staff (including their own time), specialized office equipment, office supplies, personal computers, and/or telephone for non-University related activities? While there may be occasional instances when business related correspondence or the like is received at the University office, employees should not routinely use office facilities (either during or after normal business hours) for the conduct of outside business. Exceptions include: personal use of telephone for local calls (e-mails, etc.) that are incidental and kept to a minimum per University policy. **YES** **NO**

If you answered yes to any of the items above, please provide a brief analysis and description of the real or potential conflict of interest or commitment. Attach an additional sheet if necessary.

Section 5—SIGNATURE AND MANAGEMENT REVIEW

YOUR SIGNATURE: By signing this form you (1) certify that you have read the Princeton University conflict of interest policies; (2) certify that the information contained in this form is complete and accurate to the best of your knowledge; and (3) acknowledge your continuing obligation to complete and submit a new *Conflict of Interest and Conflict of Commitment—Annual Staff Disclosure Form* when there is any actual or anticipated significant change in your outside activities or related financial interests.

SIGNATURE: _____

DATE: _____

Violation of this policy, including failure to complete this form, is considered a serious matter and may result in disciplinary action up to and including employment termination.

MANAGEMENT REVIEW: After you have reviewed this disclosure form, please check the appropriate statement, and sign below.

I have reviewed this disclosure form and determined that:

- The individual had no material conflict of interest or commitment with regard to his/her responsibilities.
- The individual had a material conflict and the following description is how he/she will eliminate the conflict for next year.

SUPERVISOR'S NAME (print): _____

SUPERVISOR'S SIGNATURE: _____

DATE: _____