

**CONFIDENTIAL DISCLOSURE - NOT FOR DISTRIBUTION**

**CONFLICT OF INTEREST AND/OR COMMITMENT  
DISCLOSURE STATEMENT**

**Academic Staff Member:**

This is a request for written approval to engage in non-University income-generating activities. I acknowledge that I must also disclose these activities: 1) annually, 2) whenever substantial changes in such activities occur, or 3) when required by granting agencies. I understand that state and federal agencies have legitimate concerns that any research they sponsor is free of bias due to financial interests of the investigator and institution, that funds provided be expended as intended, and that the commitment of time and effort be appropriate for the project supported.

I understand that a conflict of commitment arises when my external activities are so demanding of my time or attention that they interfere with my individual responsibilities to Old Dominion University; and that I am to arrange my outside obligations, financial interests, and activities so they do not impede or conflict with my University duties or responsibilities.

I understand that a conflict of interest occurs when I am in a position of influence either directly or indirectly related to University business, research, or other decisions in a way that could lead me to advance my own interests or that of my family or others to the University's detriment (e.g., to the detriment of the University's integrity and its missions of teaching, research, and public service). I understand that when consulting privately with external entities, I am acting in my individual capacity and must make it understood that I am not acting on behalf of the University.

Herein, I agree to identify, disclose and evaluate potential conflicts and to manage or eliminate them.

Students

I understand that my involvement of Old Dominion University students or employees in my external activities must be disclosed, reviewed, approved and may require monitoring. This ensures that exploitation or unreasonable interference with University duties and responsibilities, including course, thesis and dissertation work does not occur. I will make students and staff involved in my outside professional activities fully aware of the University's policies and precautions regarding these activities.

Research Integrity

I understand that the role of the University is to create and disseminate knowledge, so I must avoid external commitments that would encumber my choice of subject matter and/or research strategies.

Publications

I understand that a delay in disseminating information, such as through publication of research results or participation in seminars, for inappropriate periods of time must be avoided.

Intellectual Property

I understand that in order to protect the University's intellectual property rights and to comply with federal guidelines and the University commitment to technology transfer, I must make University obligations known to external entities with whom business is contracted and provide them with a statement of relevant University policies governing inventions and discoveries. Old Dominion University intellectual property may not be assigned to other entities without prior approval through established University procedures.

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<b>Description of External Activities</b>
<b>Company and/or Government Agency to which I am or will be providing services:</b>
<b>Job title I hold or will hold:</b>
<b>Contract numbers (ODURF Number and Government Contact Number):</b>
<b>Describe anticipated duration of contract or involvement (beginning and end dates):</b>
<b>Amount of personal remuneration to me. Describe pay, contract amount, stock:</b>
<b>Nature of Research Activities (Attach additional pages if necessary)</b>
<b>Describe the Scope of Work:</b>
<b>Describe the use of Old Dominion University facilities and resources. If there is or will be a use, please describe how this use will enhance University-related professional skills:</b>

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**Provide the names of Old Dominion University students or employees:**