



# **KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE**

**(A Constituent College of Tumaini University Makumira)**

## **Conflict of Interest Policy**

DECEMBER 2023

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## Preface

The Kilimanjaro Christian Medical University College (KCMUCo) has realized an extensive growth since its inception in 1997. Over the years KCMUCo has established over fifty partnerships locally and internationally, secured and managed a number of research and capacity building projects conducted thousands of research studies, expanding its academic and non-academic programmes resulting into the increased number of students and staff. Such an expansion and the trust which the College has gained resulted into more staff being engaged and involved in several positions and networks outside the College, which in one way or another may warrant the possibility of conflicts of interests. KCMUCo is committed to preserve the trust we have been endowed with both local and international stakeholders and aspire to continue demonstrating good governance in all aspects of its conduct.

This KCMUCo Conflict of Interest Policy is intended to guide and promote objectivity and establish standards to ensure all its conduct are free from bias and with highest scientific and ethical standards. I would like to thank the Directorate of Research and Consultancy for spearheading the development of this policy, Deans and Directors, Heads of departments and Units and all who have contributed in realizing this document.

Prof. Ephata Kaaya

**PROVOST**

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## ABBREVIATIONS AND ACRONYMS

CGB	College Governing Board
COSTECH	Commission for Science and Technology
C0-PI	Co -Principal Investigator
CRERC	College Research Ethics and Review Committee
DRC	Director of Research and Consultancy
DPAA	Deputy Provost for Academic Affairs
DPA	Deputy Provost Administration
FCOI	Financial Conflict of Interest
HHRMA	Head of Human Resource Management and Administration
HRSAC	Human Resource and Students Affairs Committee
NIMR	The National Institute for Medical Research
KCMUCo	Kilimanjaro Christian Medical University College
KCMC	Kilimanjaro Christian Medical Centre
KCRI	Kilimanjaro Christian Research Institute
PI	Principal Investigator

## Glossary of Terms

For the purpose of this Policy, unless the context requires otherwise, the following words, phrases or terms will have the meaning:

**“Conflict of interest”** means a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to decisions for the benefit of a third party.

**“Compensation”** means any remuneration, including, without limitation, salary and payment for services not otherwise identified as salary such as consulting fees, payment of personal travel expenses, honoraria, and paid authorship.

**“Conflict Management Plan”** means a written plan instituted by the College for the management, reduction or elimination of a Financial Conflict of Interest.

**“Financial Conflict of Interest in research”** means conflict of interest present when a Significant Financial Interest affects, or could appear to affect, the professional judgment of a researcher when designing, conducting, or reporting research.

**“Financial interest”** means anything of monetary value, whether or not the value is readily ascertainable.

**“Significant financial interest”** means anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interest (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). This does not include:

- a) salary, royalties or other remuneration from the College; income from seminars, lectures, or teaching engagements;
- b) income from service on advisory committees or review panels for public or nonprofit entities;
- c) effort compensation, royalties or other payments that, when aggregated for the investigator;
- d) Any other statutory and lawful payments out professional services to other entities etc.

***‘Investigator’*** means the project coordinator or Principal Investigator or Co Principal Investigator (PI/CO-PI) and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research or proposed for such funding, which may include, for example, collaborators or consultants.

***“Policy”*** means this Conflict of Interest Policy.

***“Research”*** means a systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge relating broadly to public health, including behavioral and social-sciences research. The term encompasses basic and applied research (e.g., a published article, book or book chapter), product development (e.g., a diagnostic test or drug), and also includes any activity for which research funding is available through a grant or cooperative agreement, research grant, career development award, center grant, individual fellowship award, infrastructure award, institutional training grant, program project, or research resources award.

***“Innovator”*** means any College personnel regardless of title or position, including a College Research Employee, who has created in whole or in part any Intellectual Property in which the College has any right or interest.

## **1.0. INTRODUCTION**

### **1.1. Background**

Kilimanjaro Christian Medical University College was established in 1997 as Kilimanjaro Christian Medical College, owned by the Good Samaritan Foundation of Tanzania (GSF). The College was granted a Charter of incorporation in 2010 pursuant to Part 4 of the Universities Act No.7, Chapter 346 of the Laws of Tanzania and the Universities (Chartering, Registrations and Accreditation procedures) Regulations, 2006, G. N. No. 39 of 21st April 2006, now repealed and replaced by the Universities (General) Regulations, 2013, Government Notice No.226 published on 19<sup>th</sup> July 2013 where it changed its name to Kilimanjaro Christian Medical University College (KCMUCo) as a Constituent College of Tumaini University Makumira (TUMA) under the Evangelical Lutheran Church of Tanzania (ELCT).

KCMUCo aspires to be a centre of excellence in training quality health professionals delivering health services to a diversified and dynamic National and Global Community. The KCMUCo mission is to provide an enabling environment for innovative and high-quality teaching, research and services that are responsive to national and global needs.

KCMUCo requires disclosure of any actual or perceived conflict of interest emerged or likely to emerge in order to protect the integrity and credibility of the College, and its employees. This will ultimately ensure the public trust and confidence. The research, financial, academic and administrative activities must not be compromised by conflicts of interest.



This policy seek to maintain an appropriate balance among competing interests by establishing effective mechanisms to identify and manage conflicts of interest that may adversely influence research, financial, academic and administrative activities.

### **1.3. PURPOSE OF THE POLICY**

This policy is designed to protect the College, members of staff students and stakeholders from any conflict of interest and to enable the College to comply with legal and contractual obligations related to research, financial, academic and administrative activities.

### **1.4. SCOPE**

This policy shall guide all research, financial, academic and administrative activities conducted at KCMUCo and or its affiliated institutions (KCMC hospital and KCRI). This applies to all employees of the College including the adjunct staff, members of the College Governing Board, students and other stakeholders.

## **2.0. POLICY STATEMENTS AND OPERATIONAL PROCEDURES.**

### **2.1 GENERAL STATEMENT**

This Policy establishes the principles and requirements to assure that an individual's primary and existing commitments to the College, and the objective performance of their professional responsibilities, are not adversely affected by external commitments, or other financial interests.

All members of KCMUCo are expected to conduct the affairs of the college in a manner consistent with their primary ethical, employment, and contractual

commitments to the College. Further, performance of their professional responsibilities must be free from real or apparent bias motivated by self-interest. Relationships that may provide opportunity for bias must be disclosed and appropriately managed consistent with this Policy.

The College recognizes that the quality of teaching, research, extension service, and the administration of college programs may be enhanced when members of the college community participate in extramural activities.

2.1.1. Each member of staff is responsible for:

- a) identifying situations, which he or she has a conflict of interest or where there is potential for a conflict of interest to arise;
- b) disclosing such situations to the College; and
- c) where required, taking appropriate measures to manage the conflict of interest in accordance with the general procedures stipulated under this Policy.
- d) Some members of staff, due to their position within the College or the nature of the work in which they are involved, may have extra responsibilities under this Policy and may be subject to other specific procedures.

### **2.1.2. Existence of the Conflict of Interests.**

An individual is considered to have a Conflict of Interest when him/herself, a member of his family or a known business associate either:

- a) has an existing or potential significant financial interest or other material interest or relationship that impairs or might impair the individual's independence and objectivity in the discharge of his/her responsibilities to the College; or

- b) may receive a financial or other material benefit from information confidential to the College;
- c) a Conflict of Interest may arise when an individual has the opportunity or perceived opportunity to influence the College's business, administrative, academic, or other decisions in a manner implicating personal gain or competitive advantage of any kind and may arise in the following areas.

### **2.1.3. Contracting.**

An employee may not review, approve, or administratively manage a contract when:

- (i) the contract is between the College and a company in which the employee has a significant financial interest, or
- (ii) when the contract is with a member of the employee's family, or
- (iii) when a member of the employee's family is an employee of the contractor and directly involved with activities included under the contract or
- (iv) has a significant financial interest in the contract.

### **2.1.4. Gifts**

No gifts may be accepted by any individual when doing so could possibly place that individual in a prejudicial or embarrassing position, interfere in any way with the impartial discharge of duties to the College, or reflect adversely on that individual's integrity or that of the College.

### **2.1.5. Grading and Evaluations.**

A recusal plan that effectively ensures the integrity of the grading process must be developed when a student enrolls in a course that is taught or co-taught by a family member or domestic partner. The recusal plan must establish a grading process and assessments rendered by the related Academic

Staff. The recusal plan must be executed by the student, the related Academic Staff, and Head of the Department. Conflict of interest is not limited to these areas but may arise in different perspectives and once noticed, should be avoided otherwise individual will be violating this policy.

## **2.2. CONFLICTS OF COMMITMENT**

### **2.2.1. Policy Statement**

A Conflict of Commitment arises when an individual undertakes external commitments that may burden or interfere with their primary obligations and commitments to the College. The College expects that individuals shall take appropriate steps to prevent external activities and commitments from having an adverse impact on the performance of their College duties and obligations. The commitments of staff will be as follows:

#### **(a) Senior Leaders**

Senior Leaders are fiduciaries, owe special duties of care and loyalty to the College as a whole, and must keep the college's interests paramount to all others.

#### **(b) Academic Staff**

An academic staff member who accepts a full-time, full-time equivalent appointment with the College has a primary commitment to the College that generally includes teaching classes, being available to students and colleagues outside the classroom, serving departmental, and College committees, providing clinical services (where applicable),

conducting research, publishing scholarly works, and otherwise meeting the changing needs of the College. Those holding clinical appointments delivering clinical care at KCMC Hospital have also specified obligations of service to the public.

### **(c) Administrative Staff**

Administrative staff with full-time appointments shall give their primary professional commitment to the College. The College expects that staff members will recognize the possibility that their external activities and commitments may have adverse effects on the performance of their College obligations and disclose any such activities.

### **(d) Part-Time Appointees**

Faculty and staff members who hold part-time appointments commonly shall have major obligations and commitments, not only to the College, but also to one or more outside entities. The potential for conflict may be significant. Accordingly, part-time employees are expected to exercise special care in reporting and fulfilling their multiple obligations.

## **2.3. DISCLOSURE OF SIGNIFICANT CONFLICT OF INTERESTS.**

### **2.3.1. Policy Statement**

College shall require its staff to submit a written disclosure statement fully describing conflict of interests to the Heads of Departments, Director or Dean of the Faculty/Institute or Directorate in the perceived or likely to be perceived conflict of interest in relation to research, finance, academic and

administrative activities or to any immediate supervisor or the panel in case conflict of interest in the employment interviews or to the Secretaries in case of statutory meetings or any other College activities. The disclosure statement should be submitted as soon as the situation arises and may be updated as deemed necessary. Disclosure is a key factor in protecting the College and one's reputation and career from potentially embarrassing or harmful allegations of misconduct. Staff shall be required to disclose the Conflict of Interests earliest possible when the conflict of interests arise on specific activity. To that end:

- a) College staff shall be required to disclose the Conflict of Interests on an annual and ad hoc basis, using the Significant Financial Interest Disclosure Forms provided in the First Schedule of this Policy.
- b) **Financial Conflict of Interests-** If a Significant Financial Interest is reported, Individual staff should submit the completed form together with supporting documentation in a sealed envelope marked confidential to the Head of Department or to the Deans and Directors of the Faculty/Institute/ Directorate.
- c) **Academic Conflict of Interests-** Academic Staff shall be required to comply with the recusal plan as stipulated under the provision of 2.1.5 above.
- d) **Research Conflict of Interests-** All Projects Investigators/Coordinators shall disclose significant financial interests at least annually, to DRC, during the period of the project award. In addition to the annual disclosure, Investigators must make disclosures in the following situations:-

**(i) Applications for internal funding:**

All Investigators/coordinators who

are planning to participate in the internal funded research must disclose to DRC, the significant conflict of interests before the application is submitted;

**(ii) New significant financial interests:** All Investigators must submit an updated disclosure of significant financial interests to DRC within thirty (30) days of acquiring a new significant financial interest;

**(iii) Travel:** Investigators/Coordinators also may be required to disclose any reimbursed or sponsored travel and expended on such terms and conditions as stipulated under the College financial regulations

e) **Administrative Conflict of Interests-**The College Staff shall be required to disclose conflict of interests in every meeting, interview panel and all related activities where conflict of interests is likely to happen.

### **2.3.2 REVIEW OF CONFLICT OF INTERESTS DISCLOSURES.**

If a Significant Interest Disclosure Form reveals a Significant Conflict of Interest, Head of Department or Faculty/Institute/Directorate shall promptly review the form, together with supporting documentation, to make a determination of whether it constitutes a Significant Conflict of Interest and document accordingly.

### **2.4. MANAGEMENT OF CONFLICT OF INTERESTS.**

#### **Policy Statement**

The Conflict of Interest shall require the individual to create a written plan for the management of the Conflict of Interest.

#### **2.4.1 Management of Research Conflict of Interest**

If DRC determines that a conflict of interest exists, shall require the individual to create a written plan for the management of the Conflict of Interest. The Individual, shall be required to develop and present to DRC a Conflict of Interest Management Plan that details proposed steps that will be taken to manage, reduce, or eliminate any actual or potential conflict of interest.

No expenditures on awards will be permitted until the Investigator has complied with the disclosure and training requirements of this policy and has agreed, in writing, to comply with any plan(s) determined to be necessary for the management of the Conflict of Interests.

DRC shall monitor Investigator compliance with the Conflict of Interest management plan on an ongoing basis until the completion of the funded research project.

If the DRC identifies a conflict of interests and eliminates it prior to the expenditure of any awarded funds, DRC is not required to submit a conflict of interests report to the respective funder.

#### **2.4.2 Management of Financial Conflict of Interest**

Prior to any expenditure, the College should determine whether a financial conflict of interest exists; and, if so, develop and implement a



management plan that shall specify the actions that shall be taken to manage such financial conflict of interest. Examples of conditions or restrictions that might be imposed to manage a financial conflict of interest include, but are not limited to:

- (i) Public disclosure of financial conflicts of interest;
- (ii) For research projects involving human subjects research, disclosure of financial conflicts of interest directly to participants;
- (iii) Reduction or elimination of the financial interest; or
- (iv) Severance of relationships that create financial conflicts.

### **2.4.3 Management of Academic Conflict of Interest.**

Competing private and professional obligations and interests can create the potential conflict of interests for supervisors or examiners creating risks to their impartiality. This can be managed as follows:-

- (i) disclosure of a conflict of interest and proposed management plan to the Head of Department or Dean and Director of the Faculty/Directorate/Institute;
- (ii) to comply with the recusal plan stipulated under this Policy;
- (iii) Head of Department or Dean and Director of the Faculty/Institute/Directorate shall be required to promptly and periodically review each conflict of interest disclosed and proposed management plan allocated to them;
- (iv) Head of Department or Dean and Director of the Faculty/Institute/Directorate shall be required to provide feedback to the discloser timely and appropriately;

- (v) Unless there is no conflict of interest exists or that the disclosure has been submitted erroneously, the discloser shall, after considering the feedback where necessary seek further advice, revise the disclosure and management plan and lodge the revised disclosure.

#### **2.4.4. Management of Administrative Conflict of Interest.**

The College staff shall be required to disclose all potential administrative conflict of interests that might arise during the administrative processes.

The disclosure shall be done by filling conflict of interests' forms during meetings participation and during interview, among others where the potential conflict of interests is likely to happen. The duly filled conflict of interests' forms shall be kept for future reference.

### **2.5. NOTIFICATION OF CONFLICT OF INTEREST**

#### **Policy Statement.**

If a Conflict of Interest or risk of Conflict of Interest arises, an individual shall be required to notify senior officers immediately of the nature and extent of that Conflict of Interest or risk of Conflict of Interest. In lieu of that:

- (i) An individual shall inform the respective Head of Department of existing conflict of interest.
- (ii) The respective Head of Department shall appropriately inform the respective Faculty/Directorate/Institute in case of inability to satisfactorily manage a conflict of interest for further action. In case the respective

Faculty/Directorate/Institute fail to manage such conflict of interest shall inform the Provost for final decision.

### **3.0 COMPLIANCE**

The College Audit Unit, and others may audit or investigate to assess compliance with this policy. Non-compliance with College policy shall be addressed in accordance with applicable and relevant policies and procedures.

### **4.0 TRAINING**

All College stakeholders shall complete training on this policy periodically.

### **5.0 RECORD MAINTENANCE.**

The College shall retain all disclosure forms, conflict management plans, and related documents for a period of three years.

### **6.0 REGISTER OF INTERESTS.**

Information provided regarding conflicts of interest under this Policy and any measures required in relation to conflicts of interest shall be recorded on a register of interests, which shall be maintained for three (3) years after disclosure or until whichever long in case of research conflict of interests. Access to such records shall be at the discretion of the Provost.

Extracts of the register of interests shall be kept by the DQA for future reference.

Extracts of the register of interests may be subject to disclosure in response to requests.

## **7.0. REVIEW PROCESS.**

Disclosure forms and accompanying documentation relating to Conflict of Interest shall be forwarded to the DQA who shall conduct an initial review to determine whether a conflict of interest exists. They will be guided by the following considerations:

- a) Assure adherence to relevant College policies;
- b) Consider the nature and extent of the interest in the relationship;
- c) Where appropriate, give special consideration to the terms and conditions of sponsored project agreements that may mitigate or complicate the given situation;
- d) Where appropriate, consult the respective individual conflicted;
- e) Consult with and obtain any additional information from the individual that may be helpful in resolving any actual or potential conflicts;
- f) Consult with the College Provost, and/or other individuals as appropriate;
- g) Act in a timely manner so as not to delay unduly the conduct of activities; and,
- h) Reach a conclusion and communicate that, in writing, to the individual.

## **8.0. APPEAL PROCESS.**

If the individual is dissatisfied with the conclusion of the respective faculty/directorate/institutes/he may appeal to the Provost who shall consult the individual and others as deemed necessary and appropriate to the particular circumstance. The decision of the Provost shall be final.

## **9.0. VIOLATIONS OF THIS POLICY**

Individuals are expected to comply fully and promptly with the policy. Instances of deliberate breach of this policy, including failure to file or knowingly filing incomplete, erroneous, or misleading disclosure forms, violations of the guidelines, or failure to comply with prescribed monitoring procedures may result into sanctions being placed on the violating individual.

The respective Faculty/Directorate/Institute will review the allegations of violations and will make recommendations to the Provost regarding the imposition of sanctions.

## **10.0. REVIEW OF THE POLICY**

- 10.1. This Policy is subject to amendments that may be necessary from time to time by the College Management. They are further subject to amendments by circulars and directives that may be issued from time to time by the appropriate authorities.
- 10.2. Any amendments to this Policy shall be subject to approval by the College Governing Board.

## **11.0. IMPLEMENTATION OF THE POLICY**

- 11.1 Hard copies of this policy shall be made available to all KCMUCo staff or electronically available on the KCMUCo website.
- 11.2 The office of the DPA and Legal Office shall disseminate the Policy through various meetings, including workshops where applicable and/or when deemed necessary.
- 11.3 Noncompliance shall be communicated to the responsible staff or stakeholder, and where necessary remedial action shall be taken.

## **12.0 POLICY STATUS**

This is a new policy.

## **13.0 RELATED POLICIES**

This policy will be implemented closely with:-

- a) Staff Regulations and Conditions of Services;
- b) Financial Regulations and Guidelines
- c) Collaboration and Partnership Policy and Guidelines;
- d) Effort Reporting and Time Compensation Policy for Sponsored Projects;
- e) Research Policy And Guidelines;
- f) Quality Assurance Policy;
- g) Intellectual Property Policy;
- h) Whistle Blowing Policy;
- i) Institutional Overhead Policy and Operational Guidelines; and
- j) Any other college governance tools as shall be deemed necessary

## **14.0. KEY STAKEHOLDERS.**

The following are the intended stakeholders of this policy:-

- a) KCMUCo management;
- b) KCMUCo staff;
- c) Students;
- d) Principal Investigators/Coordinators of projects;
- e) Project administrators;
- f) Heads of Departments;
- g) Project Accountants;
- h) Internal and external Auditors;
- i) Collaborators and project sponsors.

## **15.0. EFFECTIVE DATE FOR THE POLICY**

The Policy shall become effective from the date it is approved by the CGB.

#### **16.0. NEXT REVIEW DATE**

The Policy shall be reviewed in every after five (5) years after the date of approval.

#### **17.0. APPRIVAL DETAILS**

This Policy is approved by the College Governing Board through the Human Resource and Students Affairs Committee (HRSAC) in its 51<sup>st</sup> meeting held this ..... day ..... 2024.

**Appendix 1**

**Declaration of Conflict of Interest form- Meetings, Interview Panel etc.**

I hereby declare that :

- (i) I have no financial or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties as a member of .....
  
- (ii) I have financial or other personal interest, direct or indirect, in a certain matter that raises or may raise a conflict with my duties as a member of .....

The particulars of such matter are stated below

.....

.....

.....

.....

.....

.....



.....  
.....  
.....  
.....

(iii) I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration when situations suggest so and shall provide further information on the particulars contained in this declaration when required.

*Signature* : .....

*Name* : .....

*Date* : .....

Note :

(a) Please put a "✓" in the appropriate box

## ***Appendix 2***

Instructions:

Complete details below and sign and date form.

<b>Name</b>	
<b>Staff Number</b>	
<b>School (if applicable)</b>	
<b>College/University Service</b>	
<b>Position</b>	
<b>Type of Interest</b>	
<b>Short Description</b>	

Signature:

Date:

### ***Appendix 3***

## Conflicts of Interest Annual Declaration Form

Instructions:

Complete details below and sign and date form.

<b>Name</b>	
<b>Staff Number</b>	
<b>School (if applicable)</b>	
<b>College/University Service</b>	
<b>Position</b>	
<b>Type of Interest</b>	
<b>Short Description</b>	

Signature:

Date: