# Macquarie University logo

# Conflict of Interest Form

Please complete this form to disclose a personal interest or a conflict of interest. For more information on the process and responsibilities, please refer to the Conflict of Interest Policy.

### personal details

|  |  |  |  |
| --- | --- | --- | --- |
| First name: | Click or tap here to enter text. | Surname: | Click or tap here to enter text. |
| Faculty/Office: | Click or tap here to enter text. | Department: | Click or tap here to enter text. |
| Role with the University: | Click or tap here to enter text. | | |
| OneID: | Click or tap here to enter text. | Phone number: | Click or tap here to enter text. |

### disclosure details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your disclosure relates to:** (tick all appropriate boxes) | | | | | | |
|  | Relationship with family or friends | | |  | Staff recruitment | |
|  | Outside work activities/external consultancy | | |  | Relationship with external parties | |
|  | Financial interest | | |  | Procurement of goods and services | |
|  | Undertaking research | | |  | Gifts/benefits | |
|  | Links with foreign institutions or governments | | |  | Other | |
| **Please provide details below:** | | | | | | |
| Click or tap here to enter text. | | | | | | |
| Date of identification: | | Click or tap here to enter text. | | | | |
| The conflict is expected to last: | |  | 0-12 months | |  | > 12 months or ongoing |

### Assessment by manager/supervisor

|  |  |
| --- | --- |
|  | **DOES NOT** constitute a conflict of interest, I authorise the staff member to continue the activity |
|  | **DOES** constitute a conflict of interest |
|  | Management Strategy **IS REQUIRED** and has been completed below |

*Approved 16 June 2021 in accordance with Conflict of Interest Policy*

### MANAGEMENT strategy

Complete this section for high-risk and/or ongoing conflicts of interest. For information on types of management strategies, refer to the Conflict of Interest Policy*.*

|  |  |
| --- | --- |
| Activities to be undertaken to mitigate, avoid, or resolve the conflict: | Timeframes: |
|  |  |
| Impacted stakeholders and how they will be notified (if applicable): | |
|  | |

### DECLARATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| individual disclosing conflict of interest *(indicate as applicable)* | | | | |
|  | To the best of my knowledge and belief, any conflicts between my professional obligations at the University and my personal interests have been fully disclosed in this form. | | | |
|  | I agree to comply with this Management Strategy. | | | |
|  | I agree to update this Management Strategy as and when changes in my circumstances arise, or until such time as the conflict ceases to exist. | | | |
| **Signature:** | | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature | \_\_\_ / \_\_\_ / \_\_\_\_ Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manager / SUpervisor *(indicate as applicable)* | | | | |
|  | I agree that the Conflict of Interest Management Strategy will mitigate, avoid, manage, or resolve any actual, potential, or perceived Conflict of Interest. | | | |
|  | I will continue to monitor the strategies developed over the timeframes identified, or until such time as the conflict ceases to exist. | | | |
| **Signature:** | | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature | \_\_\_ / \_\_\_ / \_\_\_\_ Date |

*If used in specific processes or projects, this form should be kept as part of the records of that process.*

*For all other conflicts of interest, forward this form to* [*COI@mq.edu.au*](mailto:COI@mq.edu.au) *for record keeping purposes. If the conflict of interest is significant and cannot be resolved at the local level, please escalate to the Director, Human Resources.*

*A copy should be also kept by the manager/supervisor and the individual who has a conflict of interest.*