

MEMORANDUM

To: Deans, Directors, and Department Heads
From: Leslie P. Tolbert, Ph.D.
Vice President for Research, Graduate Studies, and Economic Development
Subject: **Disclosure Form** for New Interim Institutional Conflict of Interest Policy
Date: March 3, 2011

NEW POLICY:

As announced earlier, the University of Arizona adopted a new Interim **Institutional** Conflict of Interest Policy on February 2, 2011, which will complement our existing **Individual** Conflict of Interest and Conflict of Commitment Policy. The policy will be reviewed and possibly revised by multiple University stakeholder groups before being adopted as permanent policy, following the University's Administrative Policy Formation process. The two policies together are designed to strengthen the University's commitment to high standards of research compliance and integrity.

The interim policy is now posted online at <http://orcr.vpr.arizona.edu/ICOI> and <http://policy.web.arizona.edu>, along with an explanation of the policy and samples of institutional conflicts of interest.

WHO MUST TAKE ACTION BY APRIL 4, 2011:

In the meantime, disclosures by those individuals mandated by the interim policy must be made by **April 4, 2011**. This includes the President, all those with Provost or Vice President in their title, all those with Dean in their title, and Heads, Chairs, and Directors of departments, schools, institutes, and centers. The new report form is now available for download at <http://orcr.vpr.arizona.edu/ICOI-form>. Our intent in designing this form has been to solicit the relevant information in the simplest possible format. Any suggestions for improvement will be appreciated and considered.

For more information, questions, or feedback about the policy or the disclosure form, please contact Adrian Shelton, Interim Vice President for Research Compliance and Policy, at (520) 621-5196 or coi@email.arizona.edu.