**CONFLICT OF INTEREST MANAGEMENT PLAN TEMPLATE**

**External Entity Connection Related to University Role**

(*Note all instructions/guidance are in italics and should be removed upon drafting of specific plan)*

Name:

Title:

Department:

This Management Plan will provide transparency and a plan to effectively manage the conflict(s) of interest or commitment summarized below.

**Summary**

*Provide details on the nature of the outside interest/relationship and the employee’s level of involvement.* *(i.e., describe conflict type, financial interest, relationship with contractors, sponsors, and vendors, position held with an external entity, other external activity)*

**Terms of Management Plan**

This plan will be reviewed on an annual basis to ensure consistent management of the disclosed activities. Given the relationship between yourself and both the external entity and University of South Alabama, there is a potential for a conflict of interest. In order to assure compliance, the following safeguards must be followed:

**University employee agrees to:**

*(Select and remove any non-applicable provisions. Add specific action items to manage disclosed conflict(s))*

1. Disclose the connection to External Entity to those involved in making decisions to purchase products or services from External Entity in which he/she has the opportunity to influence.
2. Refrain from the decision-making process in his/her University role when services or products are being selected involving External Entity.
3. Forward any transactions requiring approval for payments to External Entity to immediate supervisor for approval.
4. Disclose to the University any and all changes that may affect this Plan.

**Commitments:**

Individuals must meet all University work commitments and must receive permission from his/her supervisor (e.g., Department Chair, College Dean, Administrator, Vice Chancellor, etc.) if regular working hours are used to work for the entity. Individuals supporting themselves with other funding sources secured through the University (i.e., grant or contract) may not use this paid time for activities other than those specified in the grant/contract.

**Change in Circumstances:**

Any time there is a change in relationship or compensation from an external entity, the Investigator will update the University Conflict of Interest Disclosure form within 30 days of change in an existing conflict, or upon discovering or acquiring a new financial interest.

**Other:**

*(Use this section to address other concerns or unusual circumstances that need oversight)*

**Oversight Plan:**

1. NAME OF OVERSIGHT MANAGER (should normally be one’s immediate supervisor) has been designated as the Oversight Manager for this Management Plan.
2. Oversight Manager will ensure that NAME OF INDIVUDAL will not be put in the position of making a decision to purchase products or services in his/her University role.
3. Oversight Manager or their designee will review all invoices from External Entity and provide final approval of payment to Outside Entity.
4. On an annual basis, Oversight Manager will review this Management Plan with NAME OF INDIVUDAL to determine progress and what, if any, changes may need to be made to this plan.

University Employee Date

Oversight Manager Date