Researcher's Checklist: Identifying Conflicts of Interest

While UBC requires all faculty and active researchers to complete a Conflict of Interest/Commitment declaration annually, it is your responsibility to keep it updated and approved. Doing so helps protect your own reputation and that of the university.

An up-to-date Conflict of Interest/Commitment Declaration is required by federal Tri-Council agencies (NSERC, CIHR, and SSHRC). Additionally, many non-Canadian granting agencies require compliance with the US Public Health Services' Financial Conflict of Interest Regulations.

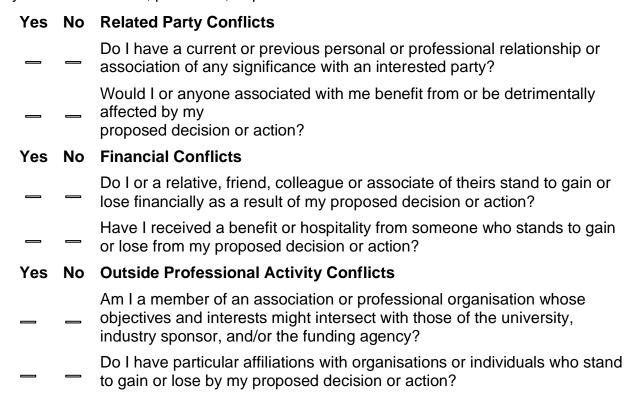
This checklist assists you to work through a situation to determine if you might have an actual, perceived, or potential conflict of interest.

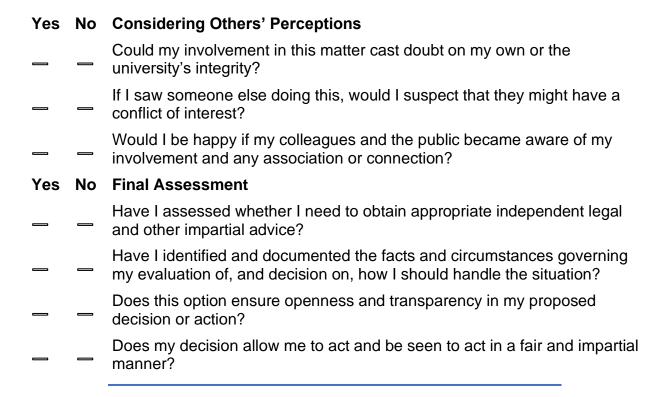
First Steps:

- 1. What is the issue being considered? What is specific situation in which you are involved?
- 2. What are your professional responsibilities and obligations as a researcher of the University?

Make an Assessment:

It may be helpful to ask yourself the following questions as you assess whether or not you have an actual, perceived, or potential conflict of interest.





If, after completing this checklist, you feel that you do have an actual, perceived, or potential conflict, your next step should be to **update your Conflict of Interest Declaration**.

If you have any questions about <u>UBC's Conflict of Interest Policy</u> or the declaration process, please contact the conflict of interest administrator at <u>conflict.of.interest@ubc.ca</u>.

^{*} Adapted from (2004). Tool 8.1: Checklist for identifying a conflict of interest in *Managing Conflicts Of Interest In The Public Sector*. Sydney, N.S.W.: ICAC/Crime and Misconduct Commission (Queensland), pp. 36-9, and Office of the University Counsel. Identifying Conflicts of Interest. Available at: https://universitycounsel.ubc.ca/subject-areas/coi/coi-overview/id-coi/.