

GENERAL INFORMATION

As members of a public institution, McGill staff members are required to conduct their activities in a way that bears public scrutiny and maintains the trust and integrity of the University. This includes taking measures to ensure that our academic activities are guided, first and foremost, by McGill's academic mission rather than by our own self-interest.

A **non-research conflict of interest** (COI) may arise when a reasonable person might perceive that a staff Member's *actual or potential* interests or relationships (including relationships with private companies/industry) might compromise their professional judgment in relation to:

- supervising students or trainees; or
- any other aspect of their duties.

Please read the [Regulation on Conflict of Interest](#) and the [Recognizing Conflict of Interest document](#). These sources will illuminate the types of situations that might constitute COIs and which ought to be declared here.

It is important to note that, by itself, a COI is **not** necessarily misconduct. Rather, COIs are problematic when they are:

- unidentified
- undisclosed
- unmanaged or unmanageable.

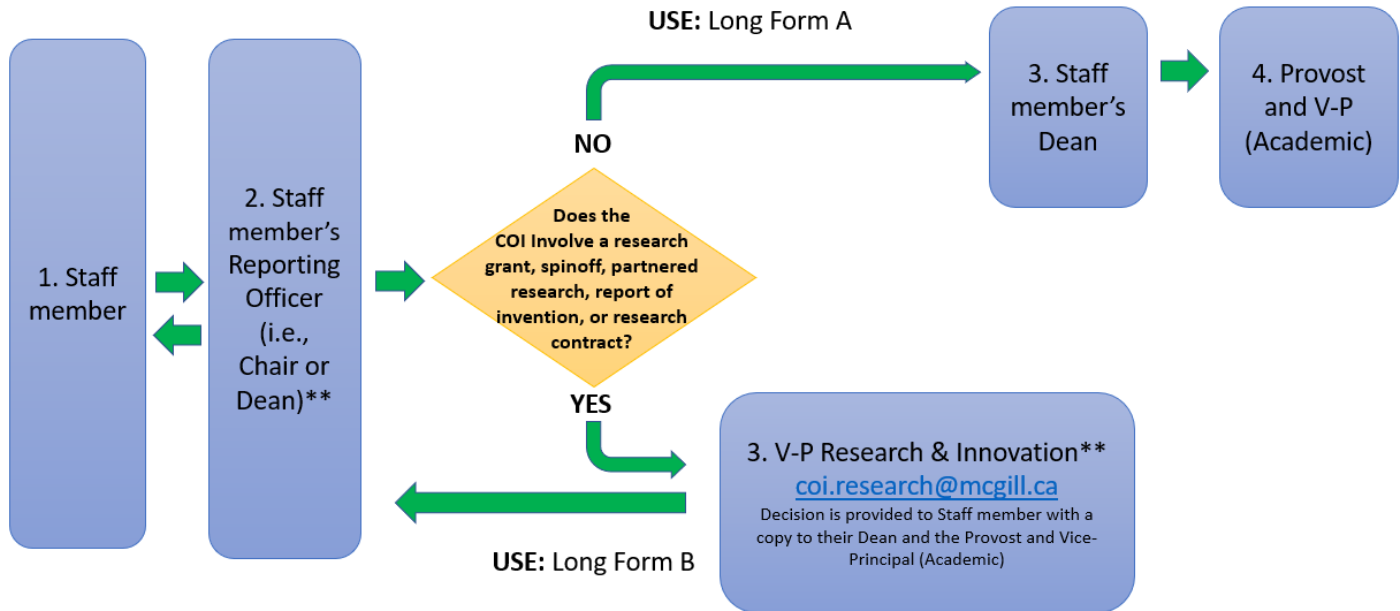
McGill expects its community members to monitor their own activities and to be aware of actual and potential COIs. Where they perceive that a COI has arisen or may arise, they must immediately disclose this pursuant to section 3 of the Regulation, which must be reviewed ***in the following order*** by:

- the Member's Reporting Officer (the Chair or Director, in most instances);
- the Reporting Officer's Superior (the Dean of the Member's Faculty, in most instances);
- the Provost & Executive Vice-President (Academic).

All of the foregoing is set out in the Regulation.

Reporting Conflicts of Interest

This chart outlines the process for COI reporting:



** Bilateral arrows between steps 1 and 2, and between steps 2 and 3 in cases involving research, reflect the potential requirement for multiple updates and exchanges, depending on complexity of the case.

This COI Reporting Form is divided into 4 Parts:

PART 1: Staff Member’s Disclosure

Completion of this form is mandatory if you answered “YES” to question 1 on the [Statement of Conflict of Interest \(Short\) form](#).

Reporting Officers include Chairs/Directors for members of academic staff, and Deans for Chairs/Directors. See the Appendix at the end of this document for a complete list.

Note: Please sign this disclosure, preferably with an electronic signature, and forward the electronically fillable version to your Reporting Officer.

PART 2: Reporting Officer’s Assessment

PART 3: Review by the Dean

PART 4: Review by the Provost’ and VP (Academic)

STAFF MEMBER INFORMATION**NAME****RANK/POSITION TITLE****DEPARTMENT**

This Disclosure relates to:

Annual Disclosure Statement

Date:

Revised/Updated Disclosure Statement

Date:

Funded Application (if applicable)

Date:

Title and Funding Source (if applicable)

PART 1: MEMBER'S DISCLOSURE**1 Statement of relevant facts**

Use this section to explain all relevant facts that have given rise to the actual or potential COI concerned. The conflicts of interest declared should refer to the past calendar year, and describe the timeline for their occurrence, which may extend into the future for certain situations.

2 Related Parties

List the persons, including “related parties”, involved in the conflict described in question 1:

3 Affected Parties

Teaching and supervision are at the core of a faculty member's academic activities. In carrying out teaching and supervision of undergraduate and graduate students, and postdoctoral fellows, members of the McGill community are obliged to ensure that they are guided by the best interests of their students and trainees. It is never acceptable for teaching and supervision activities to be driven by the member's own financial, business, or other personal ends.

List all persons (including students and trainees) who may be affected by the COI and:

- explain how they may/will be affected
- confirm that they have been duly informed about the COI in writing (see sample letter for students and trainees under the [Resource Documents](#) section, or download the letter [here](#)).

4 Parties to be informed

List all persons (including research subjects, students, trainees, co-investigators, co-supervisors, journal editors, conference organizers, etc.) who should be made aware of the COI so that they can judge the impact it may have on them.

5 Management of Conflict

a) Explain any benefits, direct or indirect, that may be derived by you or a related party if the conflict is permitted:

b) Explain how the conflict may directly affect – or reasonably appear to influence – your research, teaching, scholarly activities, or administrative responsibilities:

c) Explain the steps you propose to take to mitigate/manage the conflict:

NOTE: All Members have the responsibility for proposing a viable plan to mitigate and manage the COI with sufficient detail to allow for a careful review and approval. Improvements that will strengthen the plan can be made by the member's Reporting Officer.

Disclosure of Conflict of Interest – Long Form A: **(Non-Research)**

In submitting this form, I certify that the above information is true to the best of my knowledge, and that I am in compliance, to the best of my knowledge, with federal law, provincial law, and all University policies related to conflicts of interest. **I will promptly report in writing to my Reporting Officer any change in circumstances that may alter the nature or scope of the conflict of affect its management.**

(*Electronic) Signature of the Staff Member

Date

*In the event that an electronic signature is not available, please print this page, sign it, and append a scanned version to your Reporting Officer.

➔ Send your finalized disclosure (preferably with an electronic signature and the file electronically enabled) along with parts 2, 3 and 4 to your Reporting Officer.

***Note:** Part 1 is protected once electronically signed.
To edit the document once signed, remove e-signature, edit, and re-sign to finalize.

PART 2: REPORTING OFFICER'S ASSESSMENT

Note: Please sign this assessment, preferably with an electronic signature, and forward the finalized copy of the electronically fillable version to the Dean, the Provost & VP (Academic).

REPORTING OFFICER'S NAME**RO'S RANK/POSITION****RO'S DEPARTMENT/FACULTY or UNIT**

1

a. In your assessment of the information provided, is there an actual conflict of interest?	YES	NO	N/A
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OR

b. In your assessment of the information provided, is there a potential conflict of interest?	YES	NO	N/A
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Explain.

If you responded "YES" to (1a or 1b), please respond to ALL of the following:

2	Are there any persons, in addition to those identified by the staff member, who should be made aware of the conflict? <i>Please list additional persons:</i>	YES	NO
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Disclosure of Conflict of Interest – Long Form A: **(Non-Research)**

- | | | | |
|----------|---|-----|----|
| 3 | In your assessment of the situation, will the University be adversely affected by permitting this conflict?
<i>Explain.</i> | YES | NO |
| 4 | In your assessment of the situation, will the University benefit by permitting this conflict?
<i>Explain.</i> | YES | NO |
| 5 | In your judgement, should the staff member be permitted to engage in the conflict?
<i>Explain.</i> | YES | NO |
| 6 | Please specify the period for which permission should be granted for the staff member to engage in this conflict.
<i>Specify period.</i> | | |
| 7 | How do you propose to monitor the conflict?
<i>Details.</i> | | |

8 Conditions under which the conflict is to be permitted:

- 8.1 Staff member must ensure written disclosure of the conflict to all persons who would be affected by it (and provide evidence of such disclosure).
- 8.2 Staff member must promptly report any change in circumstances that may change the nature or scope of the conflict or affect its management.
- 8.3 Staff member must *(specify additional conditions, where appropriate)*:

(*Electronic) Signature of the Reporting Officer**Date**

*In the event that an electronic signature is not available, please print this page, sign it, and append a scanned version.

➔ Send the staff member’s disclosure (Part 1) and your assessment (Part 2 – ***preferably with an electronic signature and he file electronically enabled***) along with parts 3 and 4 to the Dean.

***Note:** Part 2 is protected once electronically signed.
To edit the document once signed, remove e-signature, edit, and re-sign to finalize.

PART 3: REVIEW BY DEAN

Note: *Deans must sign this assessment, preferably with an electronic signature, and forward the finalized copy of the electronically fillable version to the Provost & Executive VP (Academic).*

NAME

POSITION

FACULTY

1	Do you agree with the Reporting Officer’s assessment as to the existence of a conflict?	YES	NO	
2	Do you agree that the staff member be permitted to engage in the conflict?	YES	NO	N/A
3	Will the University be adversely affected by permitting this conflict?	YES	NO	N/A
4	Will the University benefit by permitting this conflict?	YES	NO	N/A
5	Is the process for monitoring the conflict adequate?	YES	NO	N/A
6	Is the period for which permission is granted for the staff member to engage in this conflict reasonable?	YES	NO	N/A
7	Are the conditions under which the conflict is permitted satisfactory?	YES	NO	N/A

If you have answered “NO” to any of questions 1, 2, 4, 5, 6, or 7, or “YES” to question 3, please provide reasons:

(*Electronic) Signature of the Reporting Officer

Date

*In the event that an electronic signature is not available, please print this page, sign it, and append a scanned version.

Disclosure of Conflict of Interest – Long Form A: **(Non-Research)**

Send a copy of all parts of the finalized form (*preferably with an electronic signature and he file electronically enabled*) to the Provost & VP (Academic).



cc: Staff Member
Reporting Officer

***Note:** Part 3 is protected once electronically signed.
To edit the document once signed, remove e-signature, edit, and re-sign to finalize.

**PART 4: REVIEW BY PROVOST & EXECUTIVE VP
(ACADEMIC)**

Comments:

(*Electronic) Signature of the Reporting Officer

Date

***Note:** Part 4 is protected once electronically signed.
To edit the document once signed, remove e-signature, edit, and re-sign to finalize.

APPENDIX

REGULATION NAME	REGULATION ON CONFLICT OF INTEREST
Approving Body	Senate Board of Governors
Initial Approval Date	Senate: May 20, 2009 Board of Governors: June 15, 2009
Date of last review	Senate: January 14, 2024 Board of Governors: February 8, 2024
Date of next review	Winter 2029
Executive Sponsor	Provost and Executive Vice-President (Academic)

1.10. “Reporting Officer” means:

- i. for the President, the Chair of the Board of Governors;
- ii. for the Provost and Executive Vice-President (Academic), Deputy-Provost or a vice-president, the President;
- iii. for an assistant or associate provost, the Provost and Executive Vice-President (Academic);
- iv. for an assistant or associate vice-president, that vice-president to whom the Member reports;
- v. for the Director or Dean of Libraries, the Provost and Executive Vice-President (Academic);
- vi. for a dean, the Provost and Executive Vice-President (Academic);
- vii. for the Secretary-General, the President;
- viii. for an assistant or associate dean, the dean;
- ix. for the chair of a department or director of a centre, institute or school, the dean;
- x. for the director of an administrative unit, the Provost and Executive Vice-President (Academic), Deputy-Provost or vice-president responsible for that unit;
- xi. for a Member of the academic staff of a Faculty having departments, centres, institutes or schools, the chair of the department or the director of the centre, institute or school to which the member has been appointed in their official letter of appointment;
- xii. for a Member of the academic staff of a faculty without departments, centres, institutes or schools, the dean of the faculty to which the member has been appointed in their official letter of appointment;
- xiii. for a Member of the librarian staff, the Director or Dean of Libraries;
- xiv. for a postdoctoral fellow, the supervisor of the postdoctoral fellow;
- xv. for a graduate student, the student's supervisor;
- xvi. for any other Member, the holder of the office to whom the Member reports or who has supervisory responsibility over the Member;
- xvii. for a Member of a committee other than a committee of the Board of Governors, the chair of the committee;
- xviii. for the chair of a committee other than a committee of the Board of Governors, the individual or the chair of the body to which the committee reports;
- xix. in the event that a Reporting Officer is also implicated in the Conflict of Interest situation, the first Reporting Officer's Superior not so implicated.