



**Faculty of Engineering  
McGill University**

## **Annual Report of Consulting Activities & Conflicts of Interest for the period of**

**Instructions to Professors:** Please complete this form, digitally sign it, and submit it to your unit-level Administrative Assistant/Officer by

**Instructions to Departments/School administrators:** The Chair/Director of the Department/School should review the form and, if satisfactory, digitally sign it and send it to the Office of the Dean, Faculty of Engineering, via Rosie Russo at [activityreport.engineering@mcgill.ca](mailto:activityreport.engineering@mcgill.ca) by

Name:	Title:
Department/School:	Phone:
Email:	Were you on sabbatical during the reporting year?

<b>A. Estimate the total working days (i.e., Monday to Friday) spent over the past year on each of the types of activities listed below. Include all work, whether remunerated or not, except for time spent on contracts secured through McGill. Further details will be asked in Section B below.</b>	<b>Number of working days</b>
1. Consulting for the private sector	
2. Consulting for the public sector	
3. Consulting for non-governmental organizations	
4. In support of a company that you founded, own or co-own, or are in the process of establishing	
Total:	

**B. Consulting Activities** - Itemize below consulting work, whether remunerated or not, that you have undertaken during the reference year with any public, private, or non-governmental organizations, as reflected in the answers in Section A above. **Do not list time spent on contracts secured through McGill.** For any entity for which you have a personal interest (see question 4 above) put an asterisk <sup>(4★)</sup> next to the client's name below.

Note: Members of McGill's academic staff may provide consulting services outside of the University up to four working days per month, in accordance with the [Regulation on Consulting and Similar Activities by Academic Staff](#). Consulting activities that exceed this amount of time require discussion and agreement with the unit head and/or Faculty Dean.

**Number of  
working  
days in  
past year**

[illegible]

<p><b>C. Conflict of Interest (COI) Declaration</b> – All academic members of the University community are required to complete, on an annual basis, McGill's <a href="#">Statement on Conflict of Interest</a>. If you have not done so in the last 12 months, first complete your annual declaration and then respond to the statements below.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• See <a href="https://www.mcgill.ca/apo/forms/conflict-interest-reporting">https://www.mcgill.ca/apo/forms/conflict-interest-reporting</a> for information pertaining to the University's <a href="#">Regulations on Conflict of Interest</a>, including important guidance on recognizing COIs and for forms through which COIs can be disclosed.</li> <li>• <b><u>It is necessary to report and manage all COIs, regardless of whether they are real or perceived.</u></b></li> <li>• An academic who provides paid consulting services to an entity (listed under Section B) that has a research contract with that academic or members of their lab must report this as a COI.</li> </ul>	<p><b>Yes/No</b> or <b>Not applicable</b> (N/A)</p>
<p>1. I confirm that I have read, understand, and comply with the <a href="#">University's Regulations on Conflict of Interest</a>.</p>	
<p>2. I confirm that I have completed the Statement of Conflict of Interest at least once in the last 12 months.</p>	
<p>3. I have no COI, whether real or perceived, to declare according to the University's <i>Regulations on Conflict of Interest</i>.</p>	
<p>4. I have disclosed to my reporting officer any situation of COI, perceived or real, in which I am involved in accordance with the University's <i>Regulations on Conflict of Interest</i>.</p>	

Signature of Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chair/Director \_\_\_\_\_

Date: \_\_\_\_\_