CONFLICT OF INTEREST DISCLOSURE POLICY

This policy describes circumstances where employees engaged in externally funded research or educational activities may be subject to conflict of interest and the College’s procedure for insuring compliance with the disclosure policies of public or private funding sources, including but not limited to those of the National Science Foundation (NSF) and the Public Health Service (PHS).

Cape Cod Community College promulgates this Conflict of Interest Disclosure Policy in response to requirements set forth by the National Science Foundation and the Public Health Service, effective October 1, 1995. The National Science Foundation Investigator Financial Disclosure Policy requires grantee institutions to maintain and enforce policies requiring:

- limited and targeted financial disclosure;
- designation of a person(s) to review the disclosures and resolve actual or potential problems revealed;
- enforcement mechanisms; and
- arrangements for informing NSF of conflicts issues that are not resolved to the satisfaction of the institution.

DEFINITIONS

As referred to in this document, the following definitions, as expressed in Section 510, NSF Grant Policy Manual will apply:

Investigator - the principal investigator, co-principal investigators, and any other person at the institution who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by the NSF or PHS. The term also includes the investigator's spouse and dependent children.

Significant Financial Interest - anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include:

- (1) salary, royalties, or other remuneration from the College;
- (2) any ownership interests in Cape Cod Community College, if the College is an applicant under the Small Business Innovation Research Program;
- (3) income from seminars, lectures, or teaching engagements sponsored by public or non-profit entities;
- (4) income from service on advisory committees or review panels for public or non-profit entities;
- (5) an equity interest that when aggregated for the investigator and the investigator's spouse and dependent children meets both of the following tests: Does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a five percent ownership interest in any single entity;
- (6) salary, royalties or other payments that when aggregated for the investigator and the investigator's spouse and dependent children over the next twelve months, are not expected to exceed $10,000.
Further definition and examples of significant financial interest appear in Section 510 of the NSF Grant Policy Manual.

Conflicts of Interest - when it is determined by the reviewer that a significant financial interest could directly and significantly affect the design, conduct, or reporting of sponsored activities.

SCOPE OF POLICY

A potential conflict of interest can be identified when the investigator associated with any externally funded grant project has the opportunity to provide influence over a project's activities, which would result in personal gain. Such conflicts can compromise the design, conduct or reporting of project outcomes and result in an unfair financial advantage to the individual. The College has adopted the Conflict of Interest Disclosure Policy and related financial disclosure form to address the reduction, management, and elimination of conflict of interest for grant-funded projects.

TARGET AUDIENCE

All investigators, project directors, and other key personnel responsible for the design, conduct, or reporting of projects funded by the National Science Foundation or Public Health Service, shall be required to report all significant financial interests that would reasonably appear to affect the activities funded or proposed by the grant. Disclosure shall be in accordance with the procedures outlined below.

INVESTIGATOR DISCLOSURE PROCEDURE

It will be the policy of Cape Cod Community College to require investigators covered under this policy to complete the Financial Disclosure Form prior to the submission of any grant proposal for funding by the National Science Foundation or Public Health Service. A copy of the Financial Disclosure Form is attached to this Policy. This policy applies to proposals submitted solely by the College, as well as those submitted as part of a collaborative effort on behalf of several institutions. The Financial Disclosure Form will be available in the offices of all Division Deans as well as through the offices of Institutional Research and Development and of Academic and Student Affairs. Upon completion, disclosures will be signed by the appropriate Division Dean and sent to the office of Institutional Research and Development for review. Disclosure will be updated by the investigator on an annual basis, at the start of the grant fiscal year, during the course of the funded program, and also, when any new significant financial interests are acquired.

COMPLIANCE

Failure to comply with the College's conflict of interest policy and required procedures may jeopardize the College's sponsored funding and compromise the design, conduct, or reporting of research activities. Investigators who fail to comply may be subject to disciplinary action consistent with the provisions of any applicable collective bargaining agreement or personnel policy and, furthermore, may be prevented from participating in future institutional research.

College employees are also reminded that, in addition to the provisions within this policy, activities of state employees are subject to all relevant provisions of Chapter 268A of the Massachusetts General Laws, including its prohibition against any financial interest (unless the interest is less than one percent of the stock of a corporation), in a contract made by a state agency in which the Commonwealth or the College is an interested party. Copies of the statute will be available for viewing in the offices of Human Resources and Academic and Student Affairs.
DISCLOSURE REVIEW PROCEDURE

Financial Disclosure Forms will be screened by the office of Institutional Research and Development to determine whether the reported financial interests could directly or significantly affect the design, conduct, or reporting of the research or educational activity. Where potential conflict of interest is identified, the office of Institutional Research and Development, after consultation with the employee, will recommend measures to reduce, manage, or eliminate the conflict of interest. Positive disclosures and proposed resolutions will also be reviewed and approved by the Vice President of Academic and Student Affairs. If in agreement with the findings, the Vice President of Academic and Student Affairs will notify the investigator and instruct the investigator to comply with said conditions. In the event of disagreement between any of the parties, the matter will be referred to the Community College Counsel. If, in the opinion of either the Vice President of Academic and Student Affairs, or Community College Counsel, the conflict cannot be satisfactorily managed, the College will notify the NSF Office of General Counsel prior to any grant expenditures.

Examples of conditions or restrictions that may be imposed by the Vice president of Academic and Student Affairs include, but are not limited to:

- public disclosure of significant financial interests;
- monitoring of research by independent reviewers;
- modification of the research plan;
- disqualification from participation in the portion of the NSF- or PHS-funded research that would be affected by significant financial interests;
- divestiture of significant financial interest; or
- severance of relationships that create conflicts.

RECORDS

All Financial Disclosure Forms and records relating to disclosure actions will be maintained in the offices of the Vice President of Academic and Student Affairs and the office of Institutional Research and Development for three years following the termination or completion of the applicable grant or until any subsequent action by the funding agency has been resolved. All disclosures and related documentation will be considered confidential.

(12/3/96)

Approved by Board of Trustees
December 19, 1996

(This policy was revised to reflect correct titles due to reorganization.)
CAPE COD COMMUNITY COLLEGE
FINANCIAL DISCLOSURE FORM

All investigators\(^1\), project directors, and other key personnel responsible for the design, conduct, or reporting of projects funded by the National Science Foundation (NSF) or Public Health Service (PHS), are required to report on this form (see reverse side) all significant financial interests that would reasonably appear to affect the activities funded or proposed by the grant.

**Significant Financial Interest\(^2\)** - anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests; and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include:

1. salary, royalties, or other remuneration from the College;
2. any ownership interests in the College, if the College is an applicant under the Small Business Innovation Research Program;
3. income from seminars, lectures, or teaching engagements sponsored by public or non-profit entities;
4. income from service on advisory committees or review panels for public or non-profit entities;
5. an equity interest that when aggregated for the investigator and the investigator's spouse and dependent children meets both of the following tests: Does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a five percent ownership interest in any single entity;
6. salary, royalties or other payments that when aggregated for the investigator and the investigator's spouse and dependent children over the next twelve months, are not expected to exceed $10,000.

\(^1\)The term "Investigator" is defined as: the principal investigator, co-principal investigators, and any other person at the institution who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by the NSF or PHS. The term also includes the investigator's spouse and dependent children.

\(^2\)Further definition and examples of significant financial interest appear in Section 510 of the NSF Grant Policy Manual. If you need clarification, please consult with the office of Institutional Research and Development.

Please complete the form on the reverse side.

12/3/96

Approved by Board of Trustees
December 19, 1996
CAPE COD COMMUNITY COLLEGE
FINANCIAL DISCLOSURE FORM

IDENTIFICATION OF GRANT: __________________________________________

Sponsor: __________________________________________ Submission Date: __________

Name of Reporting Person: __________________________________________

Address: __________________________________________

Street __________ City __________ State __________ Zip __________

* * * * *

I hereby certify that I have no significant financial interest:

Signature: __________________________ Date: __________

* * * * *

I and/or my spouse and/or my dependent child(ren) has a significant financial interest in the following:

Name of Entity: __________________________________________

Address of Entity: __________________________________________

Nature of financial interest: __________________________________________

Person(s) with the financial interest: __________________________

Value of financial interest: __________________________

My role under the grant: __________________________________________

Please attach additional pages if necessary.

AFFIRMATION

I affirm that I:

! read and understand the College’s Conflict of Interest Policy;
! made all required disclosures to the best of my knowledge;
! will comply with any conditions or restrictions required by the College to manage, reduce, or eliminate conflicts of interest.

Signature: __________________________ Date: __________

See reverse side for additional information