**Conflict of Interest (COI) Management Plan**

**Investigators Names**:

**Department/Center Affiliation:**

**Reason for Management Plan** (check all that apply)**:**

\_\_\_X\_\_ Other – including activities that include participation of a family member (including a spouse/partner) in a proposal or funded activity

**This COI management plan is designed to oversee the collaborative working relationship between the investigators, xxxxx and xxxxxwho are married, in order to ensure compliance with University policies.**

**There are multiple grants and grant applications on which xxxxx and xxxxx collaborate.**

**Background**—xxxxx and xxxxx are married and have had a working scientific relationship since\_\_\_\_\_\_\_\_\_\_\_

The spousal relationship and potentially subordinate position for either xxxxx or xxxxx poses a conflict of interest for joint research efforts. To maintain transparency, to ensure proper oversight of this COI, and to comply with institutional policies, a COI management plan will be activated that will include the following management mechanisms:

1. Neither spouse will report to the other
2. Neither spouse will approve financial transactions for the other
3. Neither spouse will oversee the time and effort reporting of the other
4. Neither spouse will conduct personnel evaluations or set salary levels for the other

**Management Plan**:

1. Management Team: A COI management committee will be formed in order to oversee the management plan. This three-member committee will include:\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The purpose of the three-member panel is to ensure transparency and objectivity in management decisions related to this COI, and the inclusion of a member from outside the home department further increases accountability.
2. Fiscal Decisions: All yearly evaluations and salary related decisions where xxxxx and xxxxx are Co-PI and PI (ie. Where there is a power differential) on a shared grant will be made by their direct departmental supervisor and/or the COI management committee. Tangible and objective goals as defined in the project aims will be agreed upon at the outset of the plan activation and will be used by the committee in order to evaluate and critique the progress and productivity of xxxxx and xxxxx. All critiques of performance and outcomes related to these critiques will be documented in writing and made available for the purposes of providing performance feedback and achieving transparency in COI management.
3. Scientific Progress: xxxxx and/or xxxxx will oversee the day-to-day scientific progress of research program(s) but will not serve in a supervisory capacity related to the spouse’s research activities. Instead, their direct department supervisor will assess the progress of both investigators.
4. Dispute Resolutions: It is foreseeable that this spousal relationship could lead to unique disputes between members of xxxxx’s and xxxxx’s lab. To protect university students and personnel from situations, all members of the labs (postdocs, students, technicians, etc.) will be made aware of the COI management plan, and will be provided contact information of all three management committee members. They will be further encouraged to contact the committee if the COI impacts dispute resolution. It is the responsibility of xxxxx and xxxxx to ensure that all new lab staff members and students are aware of the COI management plan, with documentation of this notice in writing. Should a dispute arise between xxxxx and xxxxx, it is the discretion of the management committee to resolve said dispute in accordance with University policies and in consultation with the Dean.
5. Record Keeping: all activities related to management of this plan will be recorded in writing and kept on file within the Research Integrity office and made available to all meritorious outside parties requesting review of the plan and/or plan activities.
6. Duration: This plan will be reviewed annually, if the spousal relationship changes, or if new funding is acquired, by the COI management committee and modified as needed.

Agreed to by Investigators:

By signing this COI Management Plan, we understand that failure to disclose relevant information and/or failure to abide by the terms of the plan could constitute academic misconduct.

 PI:

 Date:

 PI:

 Date:

Approved by Department Chair: Date:

 Approved by Dean:

 Date:

 Approved by COI Management Committee Chair:

 Date:

 Approved by VPR:

 Date: