**Conflict of Interest (COI) Management Plan—Spouses working together-TEMPLATE**

**Investigator’s Name**:

**Department/Center Affiliation:**

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

\_\_\_\_\_ Financial interest in an entity that engages in activities that overlap with the Investigator’s university responsibilities

\_\_\_\_\_ Management role in an entity that engages in activities that overlap with the Investigator’s university responsibilities

\_\_\_\_\_ Consulting activities for an entity that sponsors the Investigator’s university scholarly activities

\_\_\_\_\_ Consulting activities for an entity with a financial interest in the outcome of the Investigator’s scholarly activities

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

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

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

**Background**—Just need to say that you and \_\_\_\_\_\_\_\_\_ are married and have had a direct working scientific relationship that has lasted for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ year. You can describe how you both are qualified to work on this type of project if you wish. Some couples say “they have worked together in the same lab since graduate school, publishing papers together, etc.” Put anything here that you think better describes why you two have a working relationship.

You also want to say something like The spousal relationship and potentially subordinate position for either A or B 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 A and B 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 A and B. 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: A and/or B 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 A and B’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 A and B 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 A and B, 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 office of the Dean 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, or if the spousal relationship changes, 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:

Spouse:

Date:

Approved by Department Chair: Date:

Approved by Dean:

Date:

Approved by COI Management Committee Chair:

Date:

Approved by VPR:

Date: