Sample Letter for Spousal COI

Date

To All Personnel in the Laboratory of (PI Name)

This letter is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is my spouse. We will be working together and it is possible that this spousal relationship could lead to unique disputes between members of the laboratory(ies).

If this Conflict of Interest (spousal relationship) causes you to feel at any time that your academic pursuits and freedoms are compromised, you may contact any of the following:

(Names of COI Management Committee) (contact info for COI committee members)

Sincerely,

(Signature of PI)

I acknowledge receipt of the above information on a potential conflict of interest. I understand that I may address questions and/or concerns about this matter to members of the COI management committee or the department head

Name: (of recipient)

Date:

CC: (Department head)