DECLARATION OF INTEREST AND MANAGEMENT FORM

*The University of Dublin – Trinity College: Declaration of Interest*

CONFLICT OF INTEREST DECLARATION

**NOTE: Please read Section 11 of the TCD Policy, Practice and Regulations on Intellectual Property and as appropriate Section 2.6 of the POLICY ON GOOD RESEARCH PRACTICE or Section 6 of the Consultancy and Outside earnings Policy prior to completing Part A of this form;**

**Part A: Staff Declaration**

|  |  |
| --- | --- |
| **Staff Name:** |  |
| **Contact Details:** |  |
| **Staff #:** |  |
| **Staff Dept /School:** |  |
| **Head of Dept /School Name:** |  |
| **Conflict of interest details** | [Describe the nature of the interest(s) which may be in conflict with the interests of TCD] |
| **Parties Involved** | [Please list all individuals who are party to the conflict] |
| **Date when conflict of interest was identified** | [Please provide the date of when you became aware of the conflict] |
| **Potential benefit** | [Please set out the benefit which might accrue to you (or a person connected to you) should the conflict go unmanaged] |
| **Proposed Management** | [What is your proposal in how to manage this conflict?] |

**Declaration:**

I confirm the above is correct and that I have no additional activities, responsibilities or ownership entitlements that should be declared in relation to the above conflict of interest details.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

**Part B Declaration of Interest Review – by line manager/Head of Dept / School and Director of TR&I**

|  |  |  |
| --- | --- | --- |
| Date of Review |  | |
| Head of School/ Line Manager |  | |
| Director of TR&I |  | |
| Details of the discussion |  | |
| Outcome of the discussion | [does a conflict of interest exist?] | |
| ACTIONS TAKEN | [Plan on how to avoid the potential conflict of interest:  temporarily suspend the conflicting activity until the matter has been resolved  decline to enter into a contract with a third party;  replace the conflicted Staff member (on the project) with another;  put in measures as necessary to avoid or mitigate any potential conflict.] | |
| Signature: Line Manager/Head of School |  | Date: |
| Signature -Director of TR&I |  | Date: |
| Agreed and Acknowledged by: Staff Member |  | Date: |