

*Please return completed form to:*  
Denise Moody, FAS Conflict of Interest Officer, RAS Research Administration Services  
[Denisemoody@fas.harvard.edu](mailto:Denisemoody@fas.harvard.edu); 617-496-3090

## ***Conflict of Interest and Conflict of Commitment Acknowledgement and Disclosure Statement***

**Your Name:**

**Title:**

**Phone Number:**

**Email:**

**Center:**

**FAS Division:**

**Manager Name:**

**Manager Phone:**

Please refer to the *Harvard FAS Policy on Conflicts of Interest and Commitment For Center Executive Directors and Local Development Officers* (the “Policy”) for the meanings of any capitalized terms that are not defined in this Disclosure Statement. Please note that more specific information on the disclosed activity and/or compensation level may be requested should it be deemed relevant for purposes of answering the questions below.

**1. Please check the appropriate box.**

<input type="checkbox"/>	a) I do <i>not</i> earn compensation from sources outside Harvard.
<input type="checkbox"/>	b) I earn or expect to earn compensation from non Harvard sources totaling, in the aggregate, annually: (please note amount) \$

**If you select (b) and entered an amount of \$2500 or more, on the next page please identify the sources of compensation, including the names of organizations and type of activity you perform, as well as the amount of compensation you receive from each activity, and the number of hours you spend on behalf of the entity(ies) in question.**

**1b continued** (If you do *not* earn compensation from sources outside Harvard, skip to next question.)

*Please add more rows to table as necessary.*

<b>Organization Name</b>	<b>Your Title/Role</b>	<b>Compensation received annually (\$)</b>	<b>Hours committed annually</b>

**2. Please check the appropriate box and complete the table as appropriate.**

<input type="checkbox"/>	a) I serve as a director, trustee, officer, partner, employee of, or on the board of, or as consultant to, the entity(ies) listed below. (Include both for-profit and non-profit entities, as well as entities to which you serve in an advisory or honorary capacity, and the capacity in which you serve. Do not include personal or family trusts.)
<input type="checkbox"/>	b) I do <i>not</i> serve in any of the roles indicated above with any entity outside of Harvard.

*Please add more rows to table as necessary.*

Organization Name	Your Title/Role	For-profit organization? (Y/N)	Hours committed annually

**3. Please check the appropriate box and explain your role as appropriate.**

<input type="checkbox"/>	a) I have, and/or my Family Member has, the ability to materially influence <sup>1</sup> the governance or other decision-making of the following entities, with which I or my Family Member is Associated. (This includes any entity in which I have a financial interest that represents 5% or more of the entity's ownership or assets if the entity is privately held, or, in the case of a publicly held corporation, 1% or more of the corporation's outstanding capital stock. Do not include personal or family trusts.)
<input type="checkbox"/>	b) Neither I nor my Family Member has any ability to materially influence any entity outside of Harvard.

If you checked **box a**, please explain below.

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<sup>1</sup> There are many ways one may have material influence over the decision-making of an entity. For example, a person is *per se* considered to have a material influence if he or she has a financial interest that represents 5% or more of the entity's ownership or assets of a privately owned entity (or, in the case of a publicly held corporation, 1% or more of the corporation's outstanding capital stock). Sole proprietors, by definition, have a material influence. A general partner of a partnership has decision-making authority for that partnership and, thus, has a material influence over it. If a Center Executive Director or Local Development Officer, alone or in combination with Family Members, may cast the deciding vote as board members or shareholders of an organization, this is considered a material influence. Where a relationship between a Center Executive Director or Local Development Officer and an organization is less legally defined, the Center Executive Director or Local Development Officer should exercise his or her best judgment about the degree of influence. When in doubt, Center Executive Directors and Local Development Officers should err on the side of disclosure.

**4. Do you have a financial interest (e.g., compensation, equity) in, or have you received a *personal* gift (exceeding \$75 in value) from, an individual or entity that has or seeks to have a business relationship with Harvard?**

**Yes**

**No**

If *yes*, are you in a position to influence the University's interactions with the individual or entity? Please explain below and include details about your financial interest or any personal gifts received.

**5. Are you engaged in, or have you been engaged in, any other activity that might reasonably be perceived as presenting a Conflict of Interest or that is an Outside Activity that could give rise to a conflict of commitment under this Policy?**

**Yes**

**No**

If *yes*, please explain below.

By signing below, I acknowledge that I have received and reviewed the *Harvard FAS Policy on Conflicts of Interest and Commitment For Center Executive Directors and Local Development Officers*. I further acknowledge that I am in compliance with the Policy, both in letter and in spirit, and that the disclosures made above are full and complete as of the date I sign this form. I understand that it is my responsibility to report promptly any new situation that potentially implicates the Policy.

**Printed Name**

**Signature**

**Date**

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