Staff Conflict of Interest and Commitment Annual Disclosure Form: Preview of Questions in Workday

Please review the University’s Conflict of Interest and Commitment Policy and its related policies and guidelines. By answering the questions below and submitting the form in Workday, you affirm, as an employee of Brown University, that you have read and agree to comply with the University’s Conflict of Interest and Commitment Policy and its related guidelines. You also agree to submit an updated Conflict of Interest and Commitment Disclosure form if any additional conflicts arise during the year. Submission of this questionnaire serves as your electronic signature.

All yes answers require additional information.

(1) During the past 12 months, did you receive salary or consulting compensation or other forms of payment from an outside, non-Brown affiliated entity exceeding $5,000?

(2) During the past 12 months, did you hold an equity or have an ownership interest exceeding the lesser of 5% or $100,000 in an entity in which you have significant financial interest that you know does business, indirectly or directly, with Brown?

(3) Do you currently have a family member who is either employed by the University or is a consultant or independent contractor doing business with the University, or who is a student at the University. Brown University’s Conflict of Interest and Commitment Policy defines family member as a spouse, domestic partner, parent, child, sibling, grandparent, grandchild, (as well as in-laws and step parent, child, sibling, grandchild), guardian and ward or member of one’s household.

(4) Have you been in the past or are you now able to exercise control or influence over a business relationship between Brown and a family member or associate (defined as any individual or organization with whom you have a close personal or business relationship)?

(5) Do you serve in any uncompensated or minimally compensated position of responsibility, such as officer, director, or member of a board of directors at a non-Brown entity or other external organization?

(6) Do you hold or do you intend to seek election or appointment to a public office?

(7) During the past calendar year, did you receive a gift or favor from an entity or person that is conducting business with or likely to conduct business with the University (e.g. vendor, sponsor, donor) or from a student or student’s parent(s) valued at $200 or more? Do not include business meals or personal gifts received from family members who conduct business with or are enrolled at Brown.
(8) Do you currently use or propose to use University facilities or personnel, including computing facilities and services, for the benefit of any interest or activity for an outside interest that is not administered through the University?

(9) The previous questions ask you to describe your affiliations and activities. Are there other potential, actual, or perceived conflicts of interest or conflicts of commitment that you have as a result of these or other interests, activities, or relationships?