



## BALL STATE UNIVERSITY

### **Sample Management Plan Strategies for Conflicts of Interest and Conflicts of Commitment**

Management plans for conflicts of interest (COI) and conflicts of commitment (COC) provide reassurance to the university, external stakeholders, and the public that potential conflicts will be effectively managed, safeguarding against bias or undue influence in your role at Ball State University. Below are examples of potential management strategies to guide you in creating a plan for your disclosed conflict of interest or commitment. Keep in mind that some examples may apply to multiple types of conflicts, so it's important to customize your proposed strategies to specifically address the disclosed conflict. Several strategies may be needed for a proper management plan.

#### Potential Management Plan Strategies for COI include, but are not limited to:

- I will not use BSU resources (ex., computers, printers, etc.) or personnel (ex., staff, GAs, etc.).
- If I need to use BSU resources, I will get written permission from my Chairperson/Supervisor and reimburse the department any cost(s) that may apply if so required by my unit.
- I will recuse myself from any decision-making associated with the disclosed activity, including contract-related decisions.
- I will recuse myself from any committee/board meeting(s) that are associated with the disclosed activity(s).
- Any services I (or my business) provide for, or to, the institution will not be contracted by myself, nor will I be involved in decisions regarding these services.
- I am (or will be) divesting myself of the items creating the disclosed conflict (ex., selling stocks in X company, closing foreign bank accounts, etc.).
- I am (or will be) removing myself from the situation(s) creating the disclosed conflict (ex., resigning board membership).

#### Potential Management Plan Strategies for COC include, but are not limited to:

- I will not use BSU resources (ex., computers, printers, etc.) or personnel (ex., staff, GAs, etc.).
- If I need to use BSU resources, I will get written permission from my Chairperson/Supervisor and reimburse the department any cost(s) that may apply if so required by my unit.
- Activities will take place outside of normal work hours.
- My scheduled courses, office hours, student advising times, etc. will not be impacted.
- My direct supervisor (or another suitable person) will supervise any personnel associated with the disclosed conflict (ex., family member, spouse, etc.).

#### Potential Management Plan Strategies for the Use of Self-Authored Texts include, but are not limited to:

- I will make copies available for students in the library/department/other.
- All royalties are (or will be) assigned to the department/BSU.
- I will be filing an IN-State COI disclosure form in addition to the BSU COI/COC form.

If you have questions, please contact Rachael Alaniz, Responsible Conduct of Research Officer, at [rsalaniz@bsu.edu](mailto:rsalaniz@bsu.edu) or 765-285-6510.