



## Researcher's Checklist: Identifying Conflicts of Interest

While UBC requires all faculty and active researchers to complete a Conflict of Interest/Commitment declaration annually, it is your responsibility to keep it updated and approved. Doing so helps protect your own reputation and that of the university.

An up-to-date Conflict of Interest/Commitment Declaration is required by federal Tri-Council agencies (NSERC, CIHR, and SSHRC). Additionally, [many non-Canadian granting agencies](#) require compliance with the [US Public Health Services' Financial Conflict of Interest Regulations](#).

This checklist assists you to work through a situation to determine if you might have an actual, perceived, or potential conflict of interest.

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### First Steps:

1. What is the issue being considered? What is specific situation in which you are involved?
2. What are your professional responsibilities and obligations as a researcher of the University?

### Make an Assessment:

It may be helpful to ask yourself the following questions as you assess whether or not you have an actual, perceived, or potential conflict of interest.

#### Yes No Related Party Conflicts

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do I have a current or previous personal or professional relationship or association of any significance with an interested party? |
| <input type="checkbox"/> | <input type="checkbox"/> | Would I or anyone associated with me benefit from or be detrimentally affected by my proposed decision or action?                  |

#### Yes No Financial Conflicts

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do I or a relative, friend, colleague or associate of theirs stand to gain or lose financially as a result of my proposed decision or action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have I received a benefit or hospitality from someone who stands to gain or lose from my proposed decision or action?                         |

#### Yes No Outside Professional Activity Conflicts

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Am I a member of an association or professional organisation whose objectives and interests might intersect with those of the university, industry sponsor, and/or the funding agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I have particular affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action?   |



**Yes No Considering Others' Perceptions**

- Could my involvement in this matter cast doubt on my own or the university's integrity?
- If I saw someone else doing this, would I suspect that they might have a conflict of interest?
- Would I be happy if my colleagues and the public became aware of my involvement and any association or connection?

**Yes No Final Assessment**

- Have I assessed whether I need to obtain appropriate independent legal and other impartial advice?
  - Have I identified and documented the facts and circumstances governing my evaluation of, and decision on, how I should handle the situation?
  - Does this option ensure openness and transparency in my proposed decision or action?
  - Does my decision allow me to act and be seen to act in a fair and impartial manner?
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If, after completing this checklist, you feel that you do have an actual, perceived, or potential conflict, your next step should be to **update your Conflict of Interest Declaration**.

If you have any questions about [UBC's Conflict of Interest Policy](#) or the declaration process, please contact the conflict of interest administrator at [conflict.of.interest@ubc.ca](mailto:conflict.of.interest@ubc.ca).

\* Adapted from (2004). Tool 8.1: Checklist for identifying a conflict of interest in [Managing Conflicts Of Interest In The Public Sector](#). Sydney, N.S.W.: ICAC/Crime and Misconduct Commission (Queensland), pp. 36-9, and Office of the University Counsel. Identifying Conflicts of Interest. Available at: <https://universitycounsel.ubc.ca/subject-areas/coi/coi-overview/id-coi/>.