When presented with scenarios like those illustrated above, it is important to know what types of questions to ask and where to seek further guidance to avoid having them grow into potentially serious issues. Below are a few important reminders to help you identify and avoid conflicts of interest.

**SPOTTING CONFLICTS OF INTEREST**

A conflict of interest includes *situations in which financial or personal benefits compromise or have the appearance of compromising professional judgment.*

Such conflicts exist when a state employee, in the discharge of their official duties, is required to take an action that would affect a financial interest of the employee, the employee’s family member, or a business with which they are associated with.

Conflicts may arise in various ways, including: gifts, appearance fees, financial benefit, contracts with the state, and outside employment.
If presented with a conflict of interest, the State Code of Ethics for Public Officials requires employees to prepare a written statement describing the matter and the nature of the conflict, and provide a copy to their immediate supervisor.

Please use the Conflict of Interest (COI) Disclosure form linked here to meet the above statutory requirement and comply with University policy.

Supervisors receiving a disclosure of a conflict of interest are required to assess the matter to ensure a plan that addresses the conflict and is in the best interest of the institution is implemented.

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**HELPFUL RESOURCES**

- The University's Conflict of Interest Disclosure Form
- The Policy on Employment and Contracting for Service of Relatives
- The Office of Conflict of Interest Administration Website

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**Disclaimer**

Please be aware, this resource is made available to provide you with a general understanding of the Conflicts of Interest Disclosure form and the Policy on Employment and Contracting for Services of Relatives. Additional conflict of interest policies and requirements exist, such as conflicts related to research and clinical areas.