

Effective: 03-20-2020

Last Revised: 09-28-2020



Conflict of commitment occurs when the time devoted to external activities adversely affects, or has the appearance of adversely affecting, an employee's capacity to meet University responsibilities.

The general subject of conflicts of interest is addressed in [Section 3.8](#) of the Bylaws of the Board of Regents as follows:

No employee of the University shall engage in any activity that in any way conflicts with duties and responsibilities at the University of Nebraska. The Board of Regents has adopted [Regents Policy 3.2.8](#) and authorized the implementation of related policies and directives to properly avoid, disclose and manage potential conflicts of interest.

In addition, Nebraska statutes relating to conflict of interest and nepotism apply to all employees of the University, including the provisions of §49-14,101 of the Revised Statutes of Nebraska. Furthermore, federal funding agencies require that the University establish safeguards to prevent employees or consultants from using their positions for purposes which are motivated by (or even give the appearance of) a drive for private financial gain.

Reason for Policy

The Bylaws of the Board of Regents and Regents' policy 3.2.8 require that each University of Nebraska campus implement a policy that ensures that broad University-wide principles are followed. This policy is intended to increase the awareness of UNO employees to the potential for conflicts of interest and commitment and to establish procedures whereby such conflicts may be disclosed, avoided, or properly managed.

Procedures

1. Disclosure: Prior to engaging in any activity which may result in an actual or perceived conflict of interest and/or conflict of commitment, all UNO employees shall disclose the activity to their supervisor via the [online conflicts of interest and commitment disclosure form](#). These activities, whether compensated or not, must be disclosed regardless of when they occur (e.g. summer for nine-month faculty, weekends, evenings, etc.).

In addition to requesting administrative approval prior to participation in each outside professional activity, and disclosing potential or actual conflicts of interest and conflicts of commitment as they occur, the following individuals shall complete, review, and update (even in the absence of an actual or perceived conflict of interest or conflict of commitment) the [online conflicts of interest and commitment disclosure form](#) at least annually.

1. All full-time faculty, including those with nine-month appointments;
2. Managerial/professional staff and administrators.
3. Anyone who is responsible for the design, conduct, administration, or reporting of research including all investigators and anyone listed as key personnel on sponsored projects, human subjects research, or animal subjects research.
4. Anyone with an outside professional activity involving a foreign government, quasi-government, institution, or other foreign entity (including businesses):
5. All employees who have been issued a University purchasing card.
6. All employees with delegated signature authority; and
7. Anyone who is otherwise directed to complete the disclosure form.

Common, though far from inclusive, examples of disclosures include:

- (a) Activity involving use of University resources for which personal remuneration is received.
- (b) Outside professional activities that may substantially reduce the time available for the employee to carry out the primary obligations of the employee's University appointment.
- (c) Changes in the amount of personal financial remuneration received as a result of outside professional activities provided to a non-University entity.
- (d) Sponsorship of a research project by an outside entity not previously disclosed.
- (e) Engagement in or changes in an existing unremunerated service role or position, e.g. serving on a Board of Directors of a non-profit corporation.
- (f) Creation of a new startup company.
- (g) Reimbursement for Sponsored Travel:

Public Health Service (PHS) rules require increased transparency for reimbursement of travel expenses. Investigators now must disclose reimbursed or sponsored travel related to the investigator's institutional responsibilities. Sponsored travel includes travel expenses reimbursed, or expenses paid on behalf of the University traveler and not reimbursed to the traveler so that the exact monetary value may not be readily available. Travel that is reimbursed or sponsored by U.S.

prescribed procedures for managing an identified conflict of interest or commitment, will constitute a violation of the Bylaws and Policies of the Board of Regents of the University of Nebraska. Enforcement action will be taken in accordance with the Bylaws and Policies of the Board of Regents of the University of Nebraska, and, where applicable, the policies of the University of Nebraska at Omaha and the Collective Bargaining Agreement between the Board of Regents of the University of Nebraska and the University of Nebraska at Omaha Chapter of the American Association of University Professors. The University may be obligated to report non-compliance, violation or breach of this policy to other entities.

Definitions

Conflict of Commitment occurs when the time devoted to external activities adversely affects an employee's capacity to meet University responsibilities.

Conflicts of Interest are situations where an individual's direct or indirect personal financial interests may compromise, or have the appearance of compromising, the individual's professional judgment or behavior in carrying out his or her obligations to the University of Nebraska. This includes indirect personal financial interests of an individual that may be obtained through third parties such as an individual's immediate family, business relationships, fiduciary relationships, or investments.

Financial Interest means anything of monetary value, whether or not the value is readily ascertainable.

Investigator/Key Personnel shall mean the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct or reporting of research which may include graduate students, post-docs, residents, collaborators or consultants.

Immediate Family shall mean an individual who is the spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption of the employee.

An **Institutional Conflict of Interest** shall mean a situation in which the financial interests of an

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Forms

[Conflicts of Interest and Commitment Disclosure Form](#)

Related Information

[University of Nebraska Executive Memorandum: Disclosure of Conflicts of Interest and Conflicts of Commitment](#)

[University of Nebraska Board of Regents Bylaw 1.10: Code of Ethics](#)

[University of Nebraska Board of Regents Bylaw 3.2.2: Nepotism](#)

[University of Nebraska Board of Regents Bylaw: 3.4.5: Outside Employment](#)

[University of Nebraska Board of Regents Bylaw 3.8: Conflict of Interest](#)

[University of Nebraska Board of Regents Policy 3.2.8: Conflict of Interest and Conflict of Commitment](#)

[University of Nebraska Board of Regents Policy 6.2.1: Purchasing Policy](#)

[Nebraska Political Accountability and Disclosure Act](#)

[Responsibility of Applicants for Promoting Objectivity in Research for Which Public Health Service Funding Is Sought and Responsible Prospective Contractors](#)

History

Policy approved by the Chancellor's Cabinet on March 20, 2020.

September 28, 2020: removed September 30 disclosure deadline requirement and replaced with an annual deadline to mirror Executive Memorandum No. 36 'Disclosure of Conflicts of Interest and Conflicts of Commitment.'

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.