



MIDDLE TENNESSEE STATE UNIVERSITY
Office of Compliance and Enterprise Risk Management

Compliance Tips of the Month

Conflict of Interests: Reporting Reminders and Tips

Happy new year!

As we enter the Spring semester, the following are reminders and tips regarding conflict of interests:

- a. For Faculty authored books that are used in class (whether or not royalties are received), please complete the [Conflict of Interest \(COI\) Checklist](#) and provide the documentation listed on the Checklist. The Checklist and corresponding documentation will be reviewed by the Conflict of Interest Committee.
- b. If you own a separate business that, (1) does business with MTSU (i.e. sells or provides goods or services to the University), or (2) contracts with MTSU for other purposes, please complete a [Conflict of Interest Disclosure Form](#) (COI Disclosure Form) and submit it to the Office of University Counsel for review by the Conflict of Interest Committee (COIC).
- c. If you have a familial or romantic relationship with someone to whom you, or they, directly or indirectly report, please complete the COI Disclosure Form and attach a Mitigation Plan that outlines, and details, how the supervisory relationship will be amended to eliminate the direct, or indirect, supervisory reporting of the family member, spouse, and/or romantic partner.

For questions on the COI review process, the COIC, and/or the COI documentation linked above, please do not hesitate to contact the Office of Compliance and Risk Management at carem@mtsu.edu.

Thank you, and have a great semester.

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I AM *true* **BLUE**
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