

**SAMPLE NOTIFICATION FOR INFORMING  
Students and Staff of Potential Conflicts of Interest**

I will hold annual meetings with members of my USA research group (students and staff) to explain my potential or actual financial conflict of interest, communicate the details of the Plan provisions related to my research with the Intellectual Property, and allow participants to ask questions. I will speak individually with any new employee joining my research group to convey this information. Annually, I will provide to the independent reviewers a list of individuals who have received the information.

I will follow these meetings with a written summary of the information for each USA student or staff member participating in this award. This is an example of the written summary I will use:

Dear Staff/Students,

For your information, I serve as (a consultant to) (a board member of) (an executive officer of) COMPANYNAME. I also receive research grant funding from (company name) investigating (briefly describe the research area). This relationship has been identified as having the potential to create a conflict of interest with my responsibilities as a faculty member. I have fully disclosed these interests to the University of South Alabama, and I have in place an approved plan for managing any potential conflicts arising from this involvement. To manage this financial (potential) conflict, it is my responsibility to ensure that an independent review of my work is conducted annually.

I understand that your work on the project, (insert project name), should be for academic reasons to further your studies and your professional career endeavors. If at any time you have any concerns about whether your work is inappropriately focused toward my outside relationship(s), or that your ability to publish has been impeded in any way, I encourage you to contact the Department Chair or (alternative advocate for the student) (include names and phone numbers, if not evident).

Sincerely,

[Researcher's Name]  
[Researcher's Title]

I acknowledge receipt of the above information on a potential conflict of interest. I understand that I may address questions about this matter to my dean, graduate program director, or the Office of Research Compliance and Assurance.

Name: [*Signature of recipient*]

Date: