



# Policy Brief

Last Revised: 7/25/2024

## 7.38 Conflict of Commitment for Faculty, Postdoctoral Fellows or Trainees, and Research Staff

**Administering Department:** Research Compliance & Regulatory Affairs

### Scope:

#### Summary

This policy acknowledges that although regular engagement with non-University entities, communities, and people to perform research, teach, and conduct clinical practice at the highest levels is critical to informing and advancing research, knowledge, and public services it may lead to **Conflicts of Commitment**. This policy seeks to reflect the best interests of the institution by creating a culture of transparency and facilitating compliance with any federal agency disclosure requirements by outlining the responsibilities for postdoctoral fellows or trainees and research staff.

#### Applicability

This policy applies to Regular Faculty, Postdoctoral Fellows or Trainees, and full-time and part-time Research Staff as defined in this policy.

This policy does not apply to the following:

- Staff who solely perform writing functions for which the writer does not receive authorship or formal attribution and is under the close supervision of a researcher; and
- Staff who solely perform administration functions, such as budget management or performing research administration activities; and
- Other staff who have no role in the research ecosystem.

### How to Comply with the Policy

- Professional activities based on Faculty, Postdoctoral Fellows or Trainees, and Research Staff expertise and knowledge conducted on behalf of another institution, regardless of whether compensation is received, must be disclosed and approved by their supervisor through the electronic disclosure system.
- Personnel must request prior approval for the following paid or unpaid Professional Activities:
  - Employment and/or affiliation with any outside entity, including during leave periods, where the Personnel's responsibilities may be similar to their Faculty Responsibilities or their Postdoctoral Fellows, Trainees, and Research Staff Responsibilities.
  - Service on the board of directors, science advisory board, or other board of an outside entity, unless such service constitutes Professional Service.



- Participation in a foreign government-sponsored talent program iv. Full time faculty who plan to serve as Principal Investigators (PI) or multiple PIs (mPIs) who wish to submit a contract or grant proposal through an outside institution or outside agency, or affiliate
- Prior Approval Requests must include details of the proposed Professional Activity, describe measures to ensure the Professional Activity will not adversely impact the Personnel's responsibilities or subject the University to financial or reputational risk, and be approved prior to any professional activity.

**\* Details and exempt activities are outlined in the full policy.**

### Noncompliance with the Policy

Failure to comply with this policy and/or failure to disclose accurate information in a timely manner will result in disciplinary actions in accordance with relevant Emory HR policies.