Conflict of Interest (COI) Division

Guide for New Investigators

Guidelines

- All University employees are responsible for ensuring their outside activities comply with all applicable University policies. Please carefully review policy RI 01, the University’s Conflict of Interest Policy for Research. For Schools of the Health Sciences, activities must comply with the Industry Relationships Policy. Before entering a consulting or other outside relationship, you must secure approval from your department chair or equivalent supervisor. See policy CS 09 Outside Employment for more information.

- Faculty may be permitted to use up to one day per week of University time for outside activities. For more information, see our guide for Use of University Time for Outside Activities.

- Personnel are generally not permitted to use University resources (facilities, personnel and equipment) for outside activities. See policy RI 01 for more information.

- Activities with a University Licensed Start Up Company require additional approval by the COI Committee. For more information, see our guide for Consulting with Licensed Start Up Companies.

- Disclosure of Outside Activities – Forms must be updated to include any new outside activities within 30 days.

Conflict Management

Please contact the COI Division at COI@pitt.edu for assistance with conflict management if your outside activity will include any of the following:

- Receiving more than $10,000 in a 12-month period;
- Receiving equity in a non-publicly traded company;
- Serving in a management or officer position or member of the board of directors;
- Receiving royalties or milestone payments exceeding $10,000 in a 12-month period; or
- Receiving sponsored or reimbursed travel exceeding $10,000 in a 12-month period

If you are an investigator on a PHS grant, and you expect to earn between $5,000 and $10,000 in a 12-month period, click here for information about Department PHS reviews.

Consulting Agreement Compliance

University-Only employees do not need to submit their agreements to the COI Division for review. For more information, see our guide for University-Only Employees.

Personnel who are dually employed or affiliated with both Pitt and UPMC must send their agreements to the UPMC COI Office (COI_Consulting@upmc.edu). For more information, see our guide for Dually Employed and Affiliated Personnel (Pitt-UPMC).