

## *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](mailto: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](mailto:COI_consulting@upmc.edu)). For more information, see our guide for [Dually Employed and Affiliated Personnel \(Pitt-UPMC\)](#).