

Winston-Salem State University
Academic Staff
Report of Non-University Activities

Name _____ Title and Rank _____

School/College _____ Department/Unit _____

% Appointment _____ University Contract Period _____

2018-2019 Academic Year

_____ 12 months _____ 11 months
_____ 10 months _____ 9 months _____ Summer _____ Other _____

I HAVE NO ACTIVITIES THAT I AM REQUIRED TO REPORT

(Please check ONLY if you have no external income-producing activities AND no possible conflicts of interest or commitment. Then, proceed to Part III, and submit to your unit or department head.)

Part I: Conflict-of-Interest Screening Questions

1. Do you have a consulting or other significant financial relationship with a sponsor of your research?
____yes (If so, please list and explain in an attached statement)
____no
2. Do you have a managerial role or a significant financial relationship with a company in a field of your research or a company that does business with the university?
____yes (If so, please list and explain in an attached statement)
____no
3. Do you have non-university professional or income-producing activities involving either Winston-Salem State University students or other staff?
____yes (If so, please list those involved and explain in an attached statement.)
____no
4. Do you or any member of your immediate family have any other relationship, commitments, or activities that might present or appear to present a conflict of interest or commitment with your Winston-Salem State University's appointment? Such relationships may include significant financial or fiduciary interests or uncompensated activities.
____yes (If so, please list and explain in an attached statement.)
____no

Part II: Listing of Non-University Income-Producing Activities

If your appointment is less than full-time, you do not need to complete this section.

Do not include amounts of compensation. Attach additional sheets if necessary.

Nature of your activities	From whom: (e.g., Company/Organization)	2017-2018 Retrospective Days Spent During Previous Reporting Period	2018-2019 Prospective Estimated Days to Be Spent in Current Reporting Period

Part III: Affirmation

In submitting this form, I affirm that the above information is true to the best of my knowledge and that I have read the University's Guidelines and Procedures on Conflicts of Interest Policies.

EHRA Faculty/EHRA Non-Faulty Staff Member's Signature

Date

Please submit to your unit/department head for administrative review and approval.

1
The university contract period includes evening, weekends and holidays during the term of employment.

2
Copies of the Guidelines and Procedures on Conflicts of Interest Policies may be obtained from your departmental office or the Office of the Provost for Academic Affairs (750-2200).

Administrative Review and Approval

If No Activity is Reported:

No activity is reported and to the best of my knowledge no conflict of interest exists.

(Sign form and retain in departmental files)

If Any Activity is Reported:

(Please complete the Conflict-of-Interest Review AND Approval of Activities sections. See Instructions for Administrative Review and Approval regarding forwarding and retention of forms.)

Conflict-of-Interest Review

Based on the activity reported, and to the best of my knowledge and in my judgment:

- a.) No conflict of interest exists
- b.) A conflict of interest may exist, but does not appear to be significant.
(If so, please attach an explanation and forward to Dean/Director)
- c.) A conflict of interest may exist that warrants further review.
(If so, please attach an explanation and forward to Dean/Director)

Please complete if question 3 of Part I of the form is answered affirmatively:

As described by the EHRA faculty or EHRA staff member, the involvement of Winston-Salem State University students, and/or staff in his/her non-university activities does not appear to be detrimental to those individuals.

- a) Agree b) Disagree (If so, please attach an explanation and forward to Dean/Director)

Approval of Activities

Retrospective Activities (2017-2018)

No retrospective activities are reported or all retrospective activities are approved

Some or all retrospective activities are not approved.

(Attach explanation, sign form, and forward to Dean/Director)

Unit/Department Head Signature

Date

VC/Dean/Director's Signature
(If approval needed)

Date

Additional Reviews (Signatures)

Date

Date

Certification of Objectivity in Research

Winston-Salem State University has in effect a written and enforced administrative process to identify and manage, reduce or eliminate Significant Financial Interests, as outlined in 42 CFR Part 50 (amended), article 50.605.

Winston-Salem State University

_____ has not found a Significant Financial Interest in this research

_____ has found a Significant Financial Interest in this research. Actions will be taken prior to the award of funding to manage, reduce or eliminate that interest in accordance with 42 CFR Part 50: and will notify PHS of such action prior to issuance of the Notice of Grant Award.

Further, Winston-Salem State University agrees to make information available, upon request, to Health and Human Services regarding all Significant Financial Interests identified by the institution, and how those interests have been managed, reduced or eliminated to protect the research from bias.

Provost and Vice Chancellor for Academic Affairs