



## Memo Template

MEMORANDUM

TO: All Personnel Involved in the (unit/grants/labs) of [AAA] and [BBB]

FROM:

RE: Conflict of Interest Management Plan

As you may or may not be aware, [AAA] and [BBB] have an external relationship in addition to their professional relationship at the university. In accordance with University policy, we have developed a conflict-of-interest management plan in recognition of the potential problems that can arise when associated individuals work in a supervisory or otherwise hierarchical relationship to each other (e.g., supervisor/employee, grant PI/key personnel).

This memo is to inform you that we have established a plan to oversee and review this conflict of interest situation. At least annually, the [Dean's office, the Department, etc.], will seek out your feedback on the functioning of the [unit/grant/lab], whether any problems exist related to the conflict of interest situation, and the effectiveness of the management plan.

In addition, if you have any questions or concerns about the impact of the conflict of interest situation on your work or the functioning of the [unit/grant/lab] in general, you should feel free at any time throughout the year to address these concerns to [DEO, Departmental Human Resource Representative, Associate Dean for Faculty, etc.], as appropriate. You may also address these concerns to University Human Resources by emailing [UHR-eCOI-Nepotism@uiowa.edu](mailto:UHR-eCOI-Nepotism@uiowa.edu).