



## 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 a personal relationship in addition to their professional relationship. In accordance with University policy, we have developed a conflict-of-interest management plan in recognition of the potential problems that can arise when related individuals work in a supervisory or otherwise hierarchical relationship to each e.g., grant, PI and Investigator.

This memo is to inform you that we have established a plan to oversee and review this situation at least annually. The [Dean's office, the Department, Chair of AAA and BBB 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 an external party by emailing [UHR-eCOI@uiowa.edu](mailto:UHR-eCOI@uiowa.edu).