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| **I. Employee Information** |
| **Employee Name**Click here to enter text. | **UI Position/Title**Click here to enter text. |
| **Department**Click here to enter text. | **College/Division**Click here to enter text. |
| **Person Completing the Management Plan**Click here to enter text. | **UI Position/Title**Click here to enter text. |
| **II. Description** of the relationship and/or interest that creates an actual, potential or perceived conflict.Click here to enter text. |
| **III. Management Plan Actions** that will be taken to management situation, including reference to relevant UI policiesClick here to enter text. |
| **Statement of Understanding**: This Management Plan will be in effect until the activity/interest changes. If the relationship changes, the employee must complete a new Disclosure report via the *e*COI disclosure system: <http://ecoi.uiowa.edu>. |

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| **V. Administrative Approval****Director or DEO Approval** |
| Signature/Title Click here to enter text. | Date Click here to enter a date. |
| **Dean/VP Approval**Signature/Title Click here to enter text. | Date Click here to enter a date. |
| **VI. Employee Acknowledgement**I agree to abide by the agreements of the Management Plan. |
| Signature/Title Click here to enter text. | Date Click here to enter text. |
| **VI. Notes*** A signed copy of this Management Plan must be distributed to the relevant parties and placed in the Employee’s personnel file.
* Next review of this Management Plan will be no later than \_\_\_\_\_\_\_\_ (one year from date of Employee signature), or earlier if the situation changes.
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Additional information about UI Conflicts of Commitment and Interest Policies can be found online:

<http://provost.uiowa.edu/conflicts-commitment-and-interest-policies>