

University of Iowa
Conflicts of Commitment and Interest in the Workplace

Management Plan Template

Required Management Plan Elements

Each written Management Plan (MP) must include the following:

- I. **Employee Information:** Employee name, UI Position, and department/unit
- II. **Conflict Type:** Conflict of Commitment (COC), Conflict of Interest in the Workplace (COI-W), and/or Royalties Memorandum of Understanding (MOU)
- III. **Description of the Conflict:** Describe the external activity, interest, or relationship that creates an actual, potential, or perceived conflict
- IV. **Management Actions:** Describe the actions that will be taken to manage or eliminate the conflict.
 - a. **For COI-W:** Explain how the conflict will be managed, mitigated, or eliminated, including any oversight, monitoring reporting, or recusal requirements.
 - b. **For COC:** Describe the employee's external relationship and associated time and effort commitments. Explain how the employee will continue to fulfill University responsibilities. If applicable, describe how leave usage will be used to manage or eliminate the conflict.
- V. **A Statement of Understanding** confirming that the employee agrees to comply with the MP terms.
- VI. **Employee Approval:** Indicated by the employee's signature.
- VII. **Administrative Approval:** The management plan must be reviewed and approved by the DEO/Supervisor and Senior HR Rep (for staff) or the Associate Dean for Faculty (for faculty).
- VIII. **Monitoring:** Describe any applicable filing, review, and monitoring requirements, including responsible parties.

Instructions to Senior HR Representative/Associate Dean for Faculty

1. Review Disclosure Report to ensure that the Disclosure Review Considerations have been reviewed for the particular type of disclosure at hand.
2. For disclosures categorized as Yellow in eCOI, identify the type of outside activity, interest, or relationship involved and review the [COI Management Plan Considerations](#) in the Conflict of Interest in the Workplace (COI-W) Categories.
3. Using this template and in consultation with the employee's DEO or supervisor, develop the Management Plan. Attach additional sheets, as needed.
4. Secure all required signatures and provide a final signed copy to the employee and the Dean or appropriate Vice President (as applicable).
5. Upload a copy of the signed Management Plan to the employee's ePersonnel file.

Questions? Review the [Conflicts of Interest in the Workplace Management guide](#) for additional guidance. If your answer is not answered in the guide, please reach out to UHR-eCOI@uiowa.edu

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I. Employee Information

Employee Name: _____

UI Position/Title: _____

Department: _____

College/Division: _____

Outside Entity Name: _____

II. Conflict Type (Select all that apply):

- ☐ Conflict of Commitment
- ☐ Conflict of Interest in the Workplace
- ☐ Royalties MOU
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III. Description of the relationship and/or interest that creates an actual, potential, or perceived conflict.

IV. Management Actions that will be taken to manage the situation.

V. 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 eCOI online disclosure portal.

VI. Employee Acknowledgement

I agree to abide by the agreements of the Management Plan.

Signature/Title

Date

VII. Administrative Approval

Department Approval

Signature/Title

Date

Collegiate/Division Approval

Signature/Title

Date

VIII. Notes

- A signed copy of this Management Plan has been distributed to the relevant parties and placed in the Employee's ePersonnel file.
- Next review of this Management Plan will be not later than one year from the date signed, or earlier if the situation changes.