

Full Name: _____

Committee: _____

Term of Service: _____

There are two parts to the disclosure form, *Part I: Background Information*, and *Part II: Conflict of Interest Declaration*. Complete and return the form to the chair of the committee/board. To submit electronically, please insert an electronic signature (****Your Name****) and save as a PDF to forward to the committee chair. The chair will review and forward to the UNAVCO President, then filed by the UNAVCO contracts officer. Please retain a copy for your records.

PURPOSE

UNAVCO, a non-profit university-governed consortium, facilitates geoscience research and education using geodesy. To undertake this mission, UNAVCO solicits members of the community for opinions regarding scientific, technical, and policy issues, primarily through (but not limited to) service on ad hoc and standing committees.

This form applies to those who participate in institutional oversight activities and their service on committees, boards, etc. Separate conflict of interest policies and forms are available for employees, consultants, and subcontractors

Concerns may arise (1) when a community member or his/her employer contracts or competes with UNAVCO, (2) when financial or other personal considerations may compromise or appear to compromise an individual's professional judgment or objectivity in forming recommendations, assessments, or opinions provided to UNAVCO, Inc. or (3) when an unfair advantage is created in competing with UNAVCO, Inc., competing with UNAVCO Community interests, or competing for contracts or subawards from UNAVCO, Inc. This form documents background information as well as factors that could contribute to conflicts while participating in advisory or business matters, individual or group recommendations, assessments, or opinions provided to UNAVCO, Inc.

USE

This statement will be used by the board/committee leadership and by UNAVCO, Inc. to manage potential conflicts of interest or the appearance thereof. UNAVCO, Inc. may request an updated statement on an annual or more frequent basis. If your employment or other background information changes substantively, a new disclosure is required.

PRIVACY

This statement will be filed with UNAVCO, Inc. Copies of your completed statement may be acquired by submitting a request to the President. UNAVCO, Inc. may discuss the contents of this statement with others if it is necessary to do so in the fulfillment of its mission.

PART I: BACKGROUND INFORMATION

Please provide the information requested below. Information is "relevant" if it is related to your knowledge, experience, and personal perspectives that qualify you for the UNAVCO governance position for which this form is being prepared. *If some or all of the requested information is contained in your curriculum vitae or a recent list of current and pending support, you may attach them to this form, and supplement with additional responses or comments below as necessary.*

I. ORGANIZATIONAL AFFILIATIONS. Report relevant business relationships (as an employee, owner, officer, director, consultant, holder of patents, copyrights, and other intellectual property interests, etc.), and relevant remunerated or volunteer non-business relationships (e.g., professional organizations, advisory roles, trade associations, public interest or civic groups, etc.), for yourself and for any individual with whom you have substantial common financial interest (typically spouse and minor children).

II. RESEARCH SUPPORT. Report relevant current and anticipated public and private sources of research support (other than your present employer), including sources of funding, equipment, facilities, etc. (e.g., NSF-EAR, NASA, etc...)

PART II: CONFLICT OF INTEREST DECLARATION

DEFINITION

For this purpose, the term "conflict of interest" refers to situations in which employer, advisory, financial, or personal considerations may compromise, or have the appearance of compromising, an individual's professional objectivity or create an unfair competitive advantage for any person or organization in scientific, technical, or business spheres of activity in which UNAVCO, Inc. is involved.

The determination that an actual or apparent conflict of interest may exist does not impugn the individual's behavior or character. Rather, it is a mechanism for identifying and eliminating the occurrence of certain potentially compromising situations, thereby protecting the UNAVCO community, the corporation, the individual, and the public interest.

A typical institutional response to a potential conflict of interest, or the direct and substantial appearance of a conflict of interest, is to recuse the individual from particular institutional decisions or discussions to the extent necessary to eliminate the conflict. The corporation reserves the right to take other actions as necessary and appropriate for the particular circumstances. Administration of this policy is the responsibility of the UNAVCO contracts officer.

POSSIBLE CONFLICTS. If there are relevant aspects of your background or present circumstances that might reasonably be construed by others to affect your judgment or objectivity in serving UNAVCO, please describe them briefly:

DECLARATION: *During my period of service in connection with UNAVCO governance activities for which this form is being completed, I will not participate in any institutional decision for which I have a real or apparent conflict of interest as defined above, and will formally disclose for the record the fact that I am not participating. In cases of uncertainty about whether or not a conflict of interest exists, I will consult as necessary about the specific circumstances involved with the appropriate committee leadership and/or corporate management.*

Signature or Electronic Signature: ****Your Name****

Date

Reviewed by:

Committee/Board Chair

Date

President

Date