

COI TYPES	COI CATEGORY	COI EXAMPLE	SUGGESTED MANAGEMENT PLANS	ADDITIONAL COMMENTS	TYPE OF PLAN
<b>Personal relationships</b>	Familial or close personal relationships with a current UQ student/applicant to UQ or UQ employee.	A UQ lecturer's close relative has been admitted as a student at UQ and has enrolled in a subject they teach. The course has over 300 students enrolled, and the lecturer is a specialist in the subject.	The UQ lecturer may continue to lecture the course but not be involved in the assessment of their relative's coursework. The lecturer should also ensure they do not share any assessment pieces with their relative.	The course coordinator should be made aware of the relationship and in the interests of transparency other members of the teaching team should also be advised.	REGISTER <b>RESTRICT</b> RECRUIT REMOVE RELINQUISH RESIGN
		A UQ staff member is on a recruitment panel for a position within another work unit. The staff member's sibling has submitted an application for the advertised position.	The UQ staff member should remove themselves from the recruitment process.	There are some conflicts of interest that cannot be managed. The involvement of the UQ staff member in the recruitment process would taint the process.	REGISTER RESTRICT RECRUIT <b>REMOVE</b> RELINQUISH RESIGN
		A UQ casual tutor has commenced an intimate relationship with a student in their tutorial.	The UQ tutor should arrange for the student to be transferred to another tutorial, and ensure they have no involvement in the assessment of the student's work.	UQ's staff Code of Conduct outlines that COIs should be avoided. The UQ casual tutor would need to declare the COI in a form as they are not eligible to use online disclosure tool <a href="#">Disclosure and Management of Interests</a> .	REGISTER <b>RESTRICT</b> RECRUIT REMOVE RELINQUISH RESIGN
		A UQ staff member has a family member or partner working in the same school but is not supervising them and is not in a position to exercise influence over them or any decision making in relation to them.	No management plan required (unless: capacity to influence; access to confidential info; or interact regularly)	There are three possible situations that would prompt the person's requirement to outline a management plan: (i) capacity to influence their employment; (ii) access to confidential info to benefit the person; or (iii) interacts regularly. If any one of these three situations occurs, a management plan is required. In this particular case the UQ staff member should register the COI and outline a management plan if they interact regularly with the person but if not, then a management plan is not required. If the situation changes and there is capacity for the UQ staff member to directly influence their employment a management plan will need to be developed.	<b>REGISTER</b> RESTRICT RECRUIT REMOVE RELINQUISH RESIGN

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<b>Private interests</b>	Procurement and relationships with external entities	A UQ staff member has equity in a company that is tendering for a large project within their work unit. The staff member is not involved in the tender process or directly involved in the project.	The staff member should register the conflict of interest. If the company is successful, the staff member should be restricted from any involvement in the project.	For any procurement matter staff can seek specialist advice on COIs from the Procurement section <a href="mailto:procurement@uq.edu.au">procurement@uq.edu.au</a>  Resources are available here: <a href="#">Procurement procedures and forms</a>	REGISTER <b>RESTRICT</b> RECRUIT REMOVE RELINQUISH RESIGN
		A UQ staff member is a director and shareholder of an external consultancy business. The UQ staff member is involved in a procurement process to engage contractors, and the business is one of the tenderers in the process.	The UQ staff member should remove themselves from the procurement process. If the consultancy business is successful, the UQ staff member should not be involved in the management or decision making involving the consultancy role at UQ.		REGISTER RESTRICT RECRUIT <b>REMOVE</b> RELINQUISH RESIGN
		A UQ staff member is in charge of a procurement process for change management consultation services and their close friend is about to submit a tender for the process.	The UQ staff member should remove themselves from the procurement process. The staff members also need to ensure they do not provide any information such as budget etc. to their friend. If the close friend is successful the UQ staff member should not have involvement in the day-to-day management of the consultancy, including any discussions about renewals or performance appraisals.		REGISTER RESTRICT RECRUIT <b>REMOVE</b> RELINQUISH RESIGN

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	Business relationship	A UQ academic wishes to employ a HDR student as a casual tutor for a course that the UQ academic co-ordinates. The UQ academic and the student both have shares in a very small private company that does not have a connection to UQ.	Both parties should declare a COI. The UQ academic should not be involved in the recruitment of the student.	There could also be a conflict in relation to the supervision of the student due to the business connection they share. If the student is employed as a casual tutor, it would be appropriate for another staff member to sign off on their timesheets etc. to avoid any perception of bias.	REGISTER RESTRICT RECRUIT <b>REMOVE</b> RELINQUISH RESIGN
<b>Research</b>	Research related commercial activity	A UQ researcher has commercialised a product based on intellectual property which they developed while working for the University. The researcher has recently been approached by a company seeking a licence to produce the product and has been invited by them to become a director and shareholder.	The approver in this situation should seek advice via the online disclosure tool of from the Deputy Vice-Chancellor (Research) on how best to manage the commercialisation FCOI. The Deputy Vice-Chancellor (Research) would generally refer such a request to the Commercialisation Pathways Advisory Group to consider which management options may be applicable depending on the circumstances.		REGISTER RESTRICT RECRUIT REMOVE RELINQUISH RESIGN  The management strategy would not be confirmed until DVCR advice received.

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		A UQ Academic wishes to be named as a Chief Investigator for a research project involving a private entity. One of the proposed research team members (a casual staff member) is a director of the private entity, and reports to the UQ Academic.	The UQ Academic and the casual staff member are required to complete a COI declaration, and to advise the research contracts team of their COI disclosures and management plans. The casual staff should not be a member of the proposed research team due to their Directorship with the private entity.	See 3.1 of the <a href="#">Disclosure of Interests Relating to Commercialisation Procedure</a> and CPAG advice would be required.	REGISTER RESTRICT RECRUIT <b>REMOVE</b> RELINQUISH RESIGN
		A UQ researcher in one of the Institutes is also the director and shareholder of a start-up company. The company wishes to partner with the Institute on a research project for which the researcher will be the Chief Investigator.	The UQ researcher must register the COI and the most appropriate management plan would be for them to step down as a director and relinquish their shares.	The UQ researcher will potentially be making decisions for the Institute and the company which would create a Conflict of Interest due to the risk of sharing the University's Intellectual Property, or alternatively the risk of making decisions which would favour the company over UQ.	REGISTER RESTRICT RECRUIT REMOVE <b>RELINQUISH</b> RESIGN
		A UQ researcher wants to employ a family member on a research project due to the skills that the family has that would benefit the project.	Generally, this would present an unmanaged COI both in relation to the recruitment and the probability that the family member would be supervised by the UQ researcher, which is a situation that must be avoided.	There could be a unique situation where the situation could be tolerated, if skills were of a nature that were unique, but it would need to be closely monitored. The details of how the situation would be monitored would need to be included in the management plan.	REGISTER <b>RESTRICT</b> RECRUIT REMOVE RELINQUISH RESIGN

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<b>Commercialisation or financial conflicts of interest</b>	Teaching-related commercial activity	A UQ staff member has written a textbook on their teaching speciality prior to their current role when they worked at another university. The staff member receives an income from the sales. The staff member has been recruited to UQ because of their specific expertise and the book they have written is the only textbook on the market suitable for a particular subject.	The Head of School would need to set it as a textbook for the course. The UQ staff member should register the COI and the management plan should include the details of the process undertaken by the HOS.	A decision to use the textbook as teaching material should be made by an independent person with authority to make the decision e.g. HOS.	REGISTER <b>RESTRICT</b> RECRUIT REMOVE RELINQUISH RESIGN
		A UQ staff member has written a textbooks or commercialised teaching resources that are prescribed at another university.	No management plan is needed.	There is no COI and no need to disclose unless there is a plan to introduce the textbooks or commercialised resources to UQ.	REGISTER RESTRICT RECRUIT REMOVE RELINQUISH RESIGN
		A UQ academic holds a voluntary position as chair of a professional society. The Professional Society awards prizes, scholarships, grants and the like – which may benefit UQ or UQ students or staff.	The UQ academic must declare the COI and remove themselves from discussions, decision making or voting on matters which may benefit UQ.	There could be the perception of bias in the awarding of items to UQ beneficiaries.	REGISTER RESTRICT RECRUIT <b>REMOVE</b> RELINQUISH RESIGN

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		An UQ academic who is a leading expert in their field, well published and travels frequently to present at conferences internationally and has a private consultancy business. The UQ staff member is offered a contract to work outside her UQ role as a consultant providing expertise to the development of a program.	The UQ academic must adhere to the secondary employment policy and declare secondary employment. This matter would also require discussion with the staff member's supervisor to determine if it is manageable.	UQ resources are not to be used in the secondary employment role. <a href="#">See Disclosure and management of interest/Who needs to register for consultancy and secondary employment.</a>	REGISTER <b>RESTRICT</b> RECRUIT REMOVE RELINQUISH RESIGN
<b>Personal benefits</b>		A UQ staff member has been provided with a trip to a conference from research sponsors or vendors.	The trip would need to be reported in accordance with the Reportable Gifts and Benefits Procedure.	<a href="#">Reportable Gifts and Benefits Procedure</a> If the research sponsors or vendors were seeking to be engaged by UQ to provide services, there would need to be a COI declared and the nature of the management plan would depend on whether or not the role of the UQ staff member had the potential to benefit the research sponsor or vendor.	REGISTER RESTRICT RECRUIT REMOVE RELINQUISH RESIGN

<i>Register</i>	Disclose and establish the details of the conflict
<i>Restrict</i>	Restrict the staff member's involvement or actions in the matter
<i>Recruit</i>	A disinterested third party should oversee processes involved in the matter
<i>Remove</i>	The individual may remove themselves from their involvement in the matter
<i>Relinquish</i>	The individual and/or their related parties may relinquish the private interest
<i>Resign</i>	The individual's resignation is an option of last resort if no other options are workable

1. Restrict the extent to which a private interest could compromise, or be seen to compromise, their impartiality when carrying out their official duties.
2. Refrain from involvement in official decisions and actions which could be compromised by other private interests and affiliations.
3. Avoid personal activities or undertakings which could, or could be seen to, provide an improper advantage through the use of confidential or privileged UQ information.
4. Refrain from using their official position or University resources for private personal gain or gain by others with whom the staff member has a relationship or personal association.
5. Ensure that there can be no perception that they have received an improper benefit that may influence the performance of their official duties.
6. Refrain from taking improper advantage of their official position or confidential/privileged information gained in that position when seeking employment outside the University or provide such advantage to others with whom they have an association.