



Conflict of Interest or Commitment Monitoring Plan
(Non-sponsored programs or research)

Is this a new monitoring plan or an update to an existing plan?

Full Name: EmplID:

College/Area: Department/Unit:

Campus Address:

Campus Phone: Campus E-mail:

Current Position: 9 month 12 month

Non-Tenure Earning Tenure Earning Tenured Multi-year

If 9 month faculty, will this activity occur during your short work break? Yes No

If 12 month faculty, will you be taking annual leave for this activity? Yes No

Monitoring Plan Conditions

The nature of this activity represents a potential or actual conflict (mark one or both).

Conflict of Interest Question 4 5 6 7 9 10

Conflict of Commitment Question 4 5 6 7 9 10

Dates of Activity:

Current Reporting Period (or) From: To:

Name of Entity:

Describe activity in detail:

Empty box for describing activity in detail.

Hours per: week month reporting period

How do you keep this activity from interacting or interfering with your assigned UCF responsibilities?

Empty box for describing how to keep activity from interfering with responsibilities.

Conditions of Approval

The conditions set forth in this plan are the result of regulations, statutes, and policies to which you are subject to as a university employee. You and the college monitor named below must review and discuss all conditions of this monitoring plan.

You must indicate below, how you will prevent this activity from becoming a conflict.

Responsible Monitor

The chair of the department or unit supervisor assumes primary responsibility for monitoring the employee's activities and ensuring that the activity does not become a conflict of interest or conflict of commitment.

College Monitor: _____ **Department/Unit:** _____

Title: _____ **College/Division:** _____

Campus Phone: _____ **Campus Email:** _____

University Compliance, Ethics, and Risk will also monitor compliance with this plan.

Terms of Monitoring Plan

This monitoring plan is effective as soon as all parties agree and it will remain in effect for one year. At that time, the plan will be reviewed for possible modifications, re-approval, or termination. If, at any time, substantive changes need to be made to this plan, the college monitor may decide to replace this plan in its entirety, to add or delete supplemental conditions, or to terminate the plan entirely. Any changes will be reviewed and approved in the same manner used when establishing the current plan.

Changes to Disclosure

You must promptly report any changes in the information disclosed in connection with this plan, including changes in your relationship to the entity or reported parties or significant changes in your university responsibilities to the college monitor. The college monitor must also be informed about any new or additional outside activities or financial interests required to be reported under University of Central Florida Regulation, 3.018, *Conflict of Interest or Commitment; Outside Activity or Employment*. This disclosure will allow the college monitor to evaluate whether any changes to this monitoring plan are applicable.

The employee understands and agrees that violation of any of the conditions of this monitoring plan or university rules and policies governing outside activities and conflict of interest and commitment is grounds for withdrawing approval of the monitoring plan and may result in discipline up to and including termination of employment.

By your submission of this information, you hereby acknowledge and agree to all terms of this plan.