

CONFLICT OF INTEREST DISCLOSURE FORM

APPENDIX B – COMPLIANCE FORM

HERIOT-WATT UNIVERSITY REGISTER OF INTERESTS COMPLIANCE WITH CONFLICT OF INTEREST POLICY FORM

Name	
Position within	
University	
School/Service	

YES	NO	PLEASE ANSWER THE FOLLOWING QUESTIONS:				
		• Is there any relationship, either internal or external, which you feel could cause potential or apparent conflict of interest with your University activities? If yes, please provide further details of the relationship below				
		• Q1. Have you performed consultancy work or engaged in any other paid work in the last academic year other than that which has been pre-approved?				
		• Q2. Do you have outside activities that involve Heriot-Watt University students?				
		• Q3. To your knowledge, do you or any member of your immediate family have a significant or influential relationship with (or a financial interest when aggregated for your immediate family in) any other the following:				
		• A third party that tests, markets or manufactures a product which could be evaluated or developed further through your research activities?				
		• A third party, whose actions you are in a position to influence, which does business with Heriot-Watt University?				
		A sponsor or collaborator involved with research projects?				
		• Any other business in which there could be a conflict of interest?				
		• Q4. Do you hold any position or appointment as a Director (Executive or Non-executive) or Company Secretary in any company, whether or not this company does business with Heriot-Watt University?				
		• Q5. Are you aware of any other circumstances that could constitute a conflict of interest with your position within the University?				

If you have answered 'YES' to any of the questions above, please give full details overleaf. PLEASE TURN OVER

- Q1 & Q2: For consultancy and other outside activities, please list the organisation(s) you have worked for, the duties performed and the time spent on the activity.
- Q3: Please give details of the relationship or financial interest. Examples: "Son, MD of Company X, sponsor of research project Z (cash contribution £Y)" or "My son is a student in the School of Management and I manage printing of examination papers for that school". Specific shares data or values are not required.
- Q4: Directorships/Company Secretary positions: Give date of appointment, name & address of company and state if company is involved IN ANY WAY with your research activities e.g. studentship provision, in-kind support, cash contributions, collaborator etc

•	Q5: Give	details	of ar	ny other	conflict	of	interest	with	your	position	within	the
	University	that yo	u are a	aware of.								

I acknowledge that I have read and understood the University policy on Conflict of Interest. I confirm that this form has been completed to the best of my knowledge and that the information contained on this form is true and correct. I understand that if the information is later found to be false I may be subject to disciplinary proceedings.

I understand that as a public authority under the Freedom of Information (Scotland) Act 2002(FOISA), the University may be required to disclose information I have submitted to the register of interests.

Signed Date

Reviewed by Head of School/Section on		
Approved by Head of School/Section	YES	NO
Signed by Head of School/Section		Date
Approved by Director of People and	YES	NO
Organisational Development		
Signed by Director of People and		Date
Organisational Development		

On completion this form must be returned to the Director of Human Resources, Lord Balerno Building.