

THE  
**LeMoyné-Owen**  
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  <b>Conflict of Interest        Regarding Grants and        Sponsored Programs</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  07-1-007
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Executive Director, Office of Sponsored Programs	

**I. Purpose and statement of operational policy underlying the procedure.**

The policy helps to ensure that:

1. The employees and the college are in compliance with federal requirements.
2. The employee does not put the college in direct competition with another entity.
3. The employee does not take undue advantage of his/her affiliation with the college for personal gains that may cause harm to the college.
4. Employee brings to the attention of his/her immediate supervisor any obvious or apparent conflict of interest before obligating himself/herself to any outside offer.

**II. Applicability/Scope**

Applies to all faculty and staff members who wish to write or submit a proposal to secure external funding

### III. Process for Implementing Procedure

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Faculty and staff	Follow the conflict of interest policy developed by the Office of Human Resources and approved by the College and follow instructions as required.	Before submitting the letter of Intent to submit a proposal

### IV. Related policies/References for more information

Conflict of Interest Policy developed by the Human Resources Office and approved by the College.

Authorizing Official: <u>M. I. Shak</u>	Authorization Date: <u>10/10/2011</u>
Title: <u>Executive Director, Office of Sponsored Programs</u>	