# Appendix 2 – Conflict of Interest Declaration of Form



**Conflict of Interest**  
Declaration Form

In accordance with the University’s governance principles expressed in the Compliance Framework, the Staff Code of Conduct, the Conflict of Interest Policy and Procedure, staff members are required to declare conflicts of interest. This information will be given to the Responsible Officer as per the procedure and a Confidential Register of all interests declared will be maintained.

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **First Name:** |  |
| **Position:** |  | **Date:** |  |
| **Directorate/ College/Division:** |  | | |

|  |  |
| --- | --- |
| **Matter under consideration:** | |
| 1. | The source of the conflict of interest |

|  |  |
| --- | --- |
| **Expected role/duties to be performed by you in dealing with this matter:** | |
| 2. |  |

|  |  |
| --- | --- |
| **Private interests identified which have the potential to impact on your ability to carry out, or be seen to carry out, your official duties impartially and in the public interest:** | |
| 3. |  |

***The Conflict has been identified as an (please tick appropriate boxes):***

**Actual** conflict of interest €

**Perceived** conflict of interest €

**Potential** conflict of interest €

|  |  |
| --- | --- |
| **Proposed action to be taken to resolve or manage the conflict of interest:** | |
| 4. |  |

|  |  |  |
| --- | --- | --- |
| I declare the above details are correct to the best of my knowledge and I make this conflict of interest declaration in good faith. |  | I hereby declare that I have received and noted this conflict of interest declaration |
| The above action has been agreed on to resolve the conflict of interest declared. | | |
| Signature  Date / / |  | Signature (Manager/Supervisor)  Date / / |

***If circumstances change or the management action proves insufficient to manage the conflict of interest***

|  |  |
| --- | --- |
| **Adjustment of action to resolve or manage the conflict of interest:** | |
| 5. |  |

|  |  |  |
| --- | --- | --- |
| The above action adjustment has been agreed on to resolve the conflict of interest declared on / / . | | |
| Signature  Date / / |  | Signature (Manager/Supervisor)  Date / / |

|  |  |  |
| --- | --- | --- |
| The actions to manage the conflict of interest are adequate | | |
| Signature (Dean/Director/Pro Vice Chancellor)  Date / / |  |  |

***Finalisation of Conflict of Interest***

|  |  |  |
| --- | --- | --- |
| The conflict of interest declared by on / / has now been resolved and no further action is required. | | |
| Signature  Date / / |  | Signature (Manager/Supervisor)  Date / / |

### Definitions:

|  |  |
| --- | --- |
| **Conflict of interest** | Arises when a staff member’s personal interests, or those of a person with whom they have a close personal relationship, conflict with their primary obligation to act in the interests of the University. A conflict of interest may be actual, perceived or potential. It can be pecuniary (involving financial gain or loss), or non-pecuniary |

### Notes:

Forward to the relevant Responsible Officer as per the Conflict of Interest Procedure to register the Conflict of Interest Declaration.

### References:

1. Staff Code of Conduct
2. Conflict of Interest Policy and Procedure