

# Georgetown University

## FINANCIAL CONFLICTS OF INTEREST ANNUAL DISCLOSURE FORM

### For Administrative Staff

Please read carefully and answer each of the following questions as instructed below. This form must be updated and re-submitted promptly as circumstances change. Capitalized terms are defined in the University's Financial Conflicts of Interest Policy as follows:

"Business" means any corporation, firm or other legal entity organized for profit or charitable purposes, excluding Georgetown University.

An "Executive Position" means a position as director, officer, partner, trustee or other position of management in a Business.

The "Family" of a person includes that person's spouse and dependent children.

1. Do you or your Family members have or anticipate having an **equity or other ownership interest** in a Business or other outside entity whose activities relate to your activities at Georgetown University?

Yes  No

2. Did you or your Family members receive in the past 12 months or anticipate receiving **salary, royalties, consulting income, or other payments** from a Business or other outside entity whose activities relate to your activities at Georgetown University?

Yes  No

3. Do you or your Family members occupy an **Executive Position** in a Business or other outside entity whose activities relate to your activities at Georgetown University?

Yes  No

4. Did you or your Family members receive in the past 12 months or anticipate receiving **any other financial benefit** in money or in kind (including, for example, gifts, honoraria, paid travel or entertainment, or anything else of value) from an outside entity the activities of which relate to your activities at Georgetown University?

Yes  No

**If you checked YES** to question 1, 2, 3 or 4, complete question 6 (parts A through F) on the following page, using a separate form for each Business or other outside entity.

5. Do you or your Family members have or anticipate having any other outside interests, relationships or arrangements that could reasonably create the actuality or appearance of a conflict of interest under the University's Financial Conflicts of Interest Policy?

Yes  No

**If you checked YES** to question 5, please describe the interests and the nature of the conflict on a separate sheet.

Please sign and date this form on the following page and return the completed form to \_\_\_\_\_. If you have questions about whether something should be reported on this form or about the University's Financial Conflicts of Interest policy or related matters, please contact \_\_\_\_\_.

**(Except as required by University policy or applicable law, this information will be kept confidential.)**

For each Business or outside entity for which you responded "Yes" to question 1, 2, 3 or 4 on the previous page, provide the information requested below, using a separate form for each Business or outside entity.

6. Name, address and for-profit status of the Business or outside entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For profit                       Non-profit

General description of Business or outside entity:

\_\_\_\_\_  
\_\_\_\_\_

A. You and your Family's aggregate financial interest in the Business or outside entity. Please check all applicable items.

- 1. Payment for consulting or other services
- 2. Stock, stock option, partnership share or other ownership interest
- 3. Service in an Executive Position for a Business. List position and describe duties:
  
- 4. Gifts, gratuities, favors, honoraria, paid travel or entertainment, or anything else of monetary value.
- 5. Loan(s) from or indebtedness to the Business or outside entity (provide amount of loan, annual interest rate, security, terms for repayment and names of any guarantors).
- 6. Any other financial interest (please describe).

B. Please describe your activities at Georgetown University that might relate to the Business or outside entity. Such activities may include, for example, making or influencing University decisions that relate, directly or indirectly, to the Business or outside entity, including decisions regarding purchasing by, contracting or agreeing to collaborations on behalf of Georgetown University, rendering professional advice to the University, or decisions related to the conduct of sponsored programs at Georgetown University.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Indicate the fair market value of the aggregate ownership interest that you and your Family hold in the Business or outside entity (check the appropriate space):

less than \$10,000     \$10,000 or more, but less than \$50,000     \$50,000 or more, but less than \$100,000  
 \$100,000 or more     not applicable

D. Indicate the amount of the aggregate annual income/compensation that you and your Family received in the past 12 months or anticipate receiving from the Business or outside entity (check the appropriate space):

less than \$10,000     \$10,000 or more, but less than \$50,000     \$50,000 or more, but less than \$100,000  
 \$100,000 or more     not applicable

E. Indicate the aggregate value of gifts, honoraria, paid travel and expenses, or other things of value you or your Family members received in the past 12 months or anticipate receiving from the Business or outside entity (check the appropriate space):

less than \$500     \$500 or more, but less than \$10,000     \$10,000 or more, but less than \$100,000  
 not applicable

F. Please provide any further needed explanations of your responses to questions A (1-6) and B above on a separate page.

***I have read Georgetown University's Policy on Financial Conflicts of Interest and the answers on this form are accurate to the best of my knowledge. I will update this disclosure promptly if my circumstances change, either because of a change in my or my family's financial interests, a change in my University activities, or any other change that could affect the fact or appearance of a conflict.***

Name (printed): \_\_\_\_\_ Telephone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_