

From: [Research Office](#)
To: [Pagan, Victoria](#)
Subject: Conflict of Interest Disclosure Statement and Certification
Date: Tuesday, September 7, 2021 2:54:59 PM

External email: Use caution with links and attachments.

Dear Victoria,

This email is a reminder that you have not completed your **Conflict of Interest Disclosure and Certification Form**.

Montana Tech is committed to the highest standards of ethical conduct. In order to comply with federal, state, and Board of Regents ethics requirements, the Board of Regents directs us to require all Montana Tech employees to disclose potential conflicts annually. At the bottom of this email is a link to access the Conflict of Interest Online Webform.

Who must complete and submit the Conflict of Interest Disclosure Form:

- Any full time employee or part time employee working at least 0.5 FTE, Typically 20 hours or more per week and eligible for benefits. New hires since July 1st of this year, if you have already completed and signed this form, you do not have to complete a new one now.
- Any other person, including a student, who has an influential role in designing, conducting, or reporting any of Montana Tech's research, educational, or public service activities. This category includes several graduate students, while working on their thesis or project, whether they are paid or not. This request is not being distributed directly to such individuals. If you are working with one or more please forward this request to them with a cc to researchoffice@mtech.edu, and ask to complete the disclosure form. If you have questions, please contact the Research Office.

Important information for the Conflict of Interest Form:

Please read the policy: [Conflict of Interest Financial Disclosure](#)

Including your own, one additional signature is required on this form from the current Vice Chancellor of Research for final approval.

- If you do not have any potential conflicts, check the 'NO' box, sign the form, and it will be submitted directly to the Vice Chancellor of Research.
- If you do have a potential conflict of interest, check the appropriate boxes and attach additional documents and information to the form. After reviewing your submission, the Research Office will contact you to develop a conflict management plan.
- Potential conflicts associated with your spouse, partner, or family members living with you are considered to be your conflicts and must be reported.
- If you or any of your family members is associated with a firm that does business with Tech or might do business with Tech, please disclose that relationship and identify the firm(s).

The Submission Deadline is September 30

If you have any questions or concerns, please contact the Research Office at 406-496-4102.

[Conflict of Interest Disclosure Statement and Certification Portal](#)