

University of Rochester
Annual Summary of Faculty Conflict of Interest Reports

School or Division of the University: _____

Reporting Period: January 1, 2025 – December 31, 2025

Due: April 1, 2026 (Annual Summary)
June 1, 2026 (Appendix)

Instructions: This form is to be completed annually for the previous calendar year by each Dean or Director, and submitted to the Office of Research Integrity, Stewardship and Ethics (ORISE) at COI@rochester.edu no later than **April 1**.

The Dean or Director should also complete and submit the **Appendix**, which is due no later than **June 1**.

1. I have informed all individuals in my school or division who are included in the definition below, that they must complete the University of Rochester Financial Interests, Outside Activities and Scholarly Activities Reporting Form for the period of January through December 2025, and submit it to me no later than March 1.

Individuals who must complete the reporting form include:

- All University of Rochester faculty members with paid academic, clinical or research appointments;
 - All study coordinators or other employees actively involved in negotiation or conduct of sponsored research, internally funded research that involves human subjects, or proposals for such funding;
 - Other non-faculty members or Covered Individuals when required by the Faculty Policy on Conflict Commitment and Conflict of Interest.
2. I have reviewed all of the reporting forms submitted to me to determine if any answers indicate a potential conflict of interest.
 3. As the Dean or Director, I will promptly take action to manage or eliminate all actual or potential conflicts of interest identified on the reporting forms, including completion of management plans for each as appropriate. I will send all completed and signed management plans to ORISE at COI@rochester.edu .
 4. Number of faculty members in my school who have not yet completed and submitted the form to me: _____
 5. I have a plan in place to promptly obtain all reporting forms not yet submitted and will submit an updated summary form when all forms have been received.

6. I understand that ORISE is available to provide support with the Annual Faculty COI reporting process and can be contacted at COI@rochester.edu.

Signature: _____ Date: _____

Title: _____

