FAQ – 2024 Annual Conflict of Interest Disclosure Process
(for the reporting period 1/1/23 to present)

1. Who does this impact? This impacts the following personnel:
   • Faculty – including all Academic Council members and University Medical Line Faculty.
   • Staff, Postdoctoral Scholars, and Students that are Sr./Key Personnel on sponsored projects.

2. When was the notification sent?
   • The notification was sent from the Office of the Vice Provost and Dean of Research on Friday, May 17, 2024.

3. What period is covered by the annual disclosure?
   • The period covered this year extends beyond the traditional 12 months. This year, Stanford requires disclosures from January 1, 2023, to the present day. This adjustment is in preparation for future system updates to allow for annual disclosures at any point in the calendar year, rather than the traditional May timeframe for annual disclosures.

4. When are the annual disclosures due?
   • The deadline to complete the annual disclosure is June 14, 2024.

5. What’s new this year regarding the disclosure process?
   • The most notable change this year, other than the expanded disclosure dates, are important updates for personnel with federal funding and who participate on an advisory board, engage in consulting activities or who have scientific, research or academic appointments or employment with an outside entity. Additional questions will be asked to facilitate compliance with federal current and pending support disclosure requirements. Data that should be disclosed to both Stanford in OPACS and to your federal sponsor will be provided in the SeRA system to support you in filling out federal Current and Pending Support forms.

6. I’m an Emeritus Faculty. Does the annual disclosure process apply to me?
   • Yes, it applies to Emeritus Faculty if they have returned to active research or any other role at Stanford larger than just the Emeritus title since January 1, 2023.

7. I’m a SLAC researcher and I recently completed my annual disclosure. Does the annual disclosure process apply to me?
   • SLAC researchers who completed an annual disclosure in the December 2023 roll out do not need to complete an annual disclosure now. A separate notification will be sent to SLAC research when the time comes to complete their annual disclosures.

8. When responding to the question about income received from outside professional activities, should I report on only the previous 12 months, or the broader reporting timeframe as described above?
   • Please disclose income for the extended reporting period on this disclosure.

9. Who do I contact if I have questions?
   • Derek Brown is our Conflict of Interest and Commitment and Export Control Manager in H&S. He can be reached at brownd@stanford.edu. Here are some additional resources that can also help you:

   - H&S COIC website
   - DoResearch COI Training and Other Information website
   - DoResearch Conflict of Interest Overview
   - COI training module
   - FAQ about the OPACS portal
   - Tips for managing outside professional activities to avoid COI and COC