

Baylor University Guidance for Conducting a Faculty or Staff Certification

This worksheet is intended to be a resource to provide guidance and support for individuals in reviewing a faculty or staff certification to identify potential conflicts of interest or commitment. This list is not all-inclusive; each situation is unique and other factors may be accounted for based on the specifics of the disclosure. Please review **BUPP-800 Outside Activities and Interests** before conducting reviews.

If the answer to any of the following questions is “Yes”, please indicate this in your CARA review, and provide any other details you gathered in your review.

<input type="checkbox"/>	Could the outside activity or interest (OAI) impact the employee’s ability to perform their Baylor responsibilities?
<input type="checkbox"/>	Does the OAI entity have a relationship with the employee’s family?
<input type="checkbox"/>	Is the OAI entity affiliated with Baylor, engaged in business with, or seeking to do business with, Baylor?
<input type="checkbox"/>	Did students assist with the disclosed work with the OAI entity, or otherwise interact with the OAI entity?
<input type="checkbox"/>	To the best of your knowledge, is the OAI entity a foreign entity or government?
<input type="checkbox"/>	Is the time commitment reasonable, given the employee’s Baylor responsibilities? (<i>BUPP-800 allows for one day per week, or 8 hours, on average.</i>)
<input type="checkbox"/>	Considering the activity and time commitment, is the financial gain to the employee from the OAI entity reasonable?
<input type="checkbox"/>	Does the employee appear to have a relationship with, ownership in, or a partnership with the OAI entity outside of this disclosure?
<input type="checkbox"/>	Will the employee use Baylor resources while performing work for the OAI entity?

Additional Guidance for Conducting a Research Review

This worksheet is intended to be a resource to provide guidance and support for individuals in reviewing certifications that have been submitted in CARA by Researchers. This list is not all-inclusive; each situation is unique and there may be other factors that should be accounted for based on the specifics of the disclosure and the individual’s research portfolio. Please review **OVPR-02: Policy for Conflicts of Interest in Research and Technology Transfer** before conducting reviews.

The following questions should be considered when evaluating a research certification.

<input type="checkbox"/>	Could the researcher’s relationship with the OAI entity impact or influence his/her supervision or management of research?
<input type="checkbox"/>	Could the researcher’s relationship with the OAI entity impact or influence the design of the research plan, strategy, methodology, or procedures?
<input type="checkbox"/>	Could the researcher’s relationship with the OAI entity impact or influence how the individual conducts or performs the research?
<input type="checkbox"/>	Could the researcher’s relationship with the OAI entity impact or influence the reporting of the research?