

Conflict Management Plan  
Researcher-owned Start-up Company

1. Effective Date:
2. Chapman employee's name, position, department, and school:
3. Name, address, and website of the outside Entity:
4. Describe the research being carried out in your lab and attach a list of any current or pending sponsored projects. Please also provide information about any proposals you plan to submit in the near future:
5. Is the Entity a for-profit or not-for-profit business? What is its line of business, including any products or services it sells or plans to sell:

Details of the Conflict

6. Describe the employee's relationship with the outside Entity, including relationship details (equity holdings, appointments, etc.), time commitment (e.g., the number of hours per week or month), and how the activities with the Entity may be related to the employee's Chapman research and other responsibilities and project(s).
7. List any relevant Chapman intellectual property, proprietary information, facilities, copyrighted materials, or other resources the Entity may use.
8. Describe the involvement of any Chapman students, staff, or other personnel in the outside activity.
9. Describe whether the PI will conduct any human subjects or animal subject research at Chapman where the research outcome might impact the outside Entity's interests or the employee's outside interests.

Management Strategies

[Researcher] agrees to the following:

1. According to Chapman's policy, there will be a free and open exchange of research information and other creative activities in my teaching, research, scholarship, performance, and other creative works.

2. I will promptly publish our research results. Other members of the Entity will not be given preferential or privileged access to data, research results, potential new patents, or any intellectual property resulting from my Chapman research before publication.
3. I will inform the personnel in my group about my relationship with the Entity and these requirements.
4. I will not permit the Entity to use Chapman facilities. Although I understand that an exception may be made for the use of user facilities available to all external entities
5. Personnel from the Entity may not be appointed at Chapman.
6. Chapman students, postdocs, and employees may not become affiliated with or work for the Entity except, in rare instances, with a written amendment to this plan.
7. The total time commitment for all outside activities combined may be one workday per week.
8. I will not accept gift funding, sponsored research funding, or other support from the Entity for as long as the conflict exists and this plan is in effect.
9. I will promptly report any changes to this Management Plan to Dean Ren Ostrom, and this plan will be updated as necessary.
10. I will update this plan annually as long as the conflict exists and if anything changes regarding my relationship with the Entity.
11. I will disclose my relationship with the Entity in any publications and public discussions of any relevant research.
12. Federally funded PIs and key personnel may need to disclose outside appointments and other activities in grant applications and annual progress reports. Review the agency-specific guidance or contact your grant administrator if you have questions.

**Acknowledgment and Agreement**

By signing below, I acknowledge that my disclosure information is accurate and complete, and I agree to comply with the principles and safeguards in this plan. Chapman may revisit this plan at any time.

\_\_\_\_\_  
[Researcher Name], employee

\_\_\_\_\_  
Date

I approve of and agree with this plan for handling the conflicts identified by the employee.

\_\_\_\_\_  
[Researcher's Dean]

\_\_\_\_\_  
Date

I approve of and agree with this plan for handling the conflicts identified by the employee.

\_\_\_\_\_  
Vice President for Research

\_\_\_\_\_  
Date

**Current Sponsored Projects**

**Pending Sponsored Projects**