

Disclosure Form

NON-RESEARCH CONFLICTS OF INTEREST & COMMITMENT AND POTENTIAL NEPOTISM

This Disclosure Form should be completed following review of [University Policy 4.14, Non-Research Conflicts of Interest and Commitment](#) and [University Policy 6.14, Avoiding Nepotism](#). Answering affirmatively to any question does not necessarily mean that the situation is improper, but that disclosure, evaluation, approval, management, and/or oversight may be required. These disclosure statements will remain confidential and will only be reviewed by your local HR representative and college or unit leadership. If you have any questions, please contact your supervisor or unit head.

Gifts and Gratuities

1. Yes___ No___ Did you or a family member receive or may receive (in your capacity as a Cornell employee) any gifts, favors, or other perks with a value of **more than \$75** from any non-Cornell individual or entity?
- If yes, list the source and type (such as non-business meals or entertainment, subsidized travel, event tickets, merchandise, etc.):

(Your supervisor or unit head will consult with you as to whether acceptance of the item interferes in any way with the impartial discharge of duties.)

Management or Fiduciary Activities to an Outside Organization

2. Yes___ No___ Do you have, or will you have, any managerial responsibilities (including self-employment) for any company or organization outside of Cornell?
- If yes, please describe:

Use of University Resources

3. Yes___ No___ Do you use or anticipate using Cornell facilities or equipment owned or operated by Cornell to support an external entity or activity (including consulting)?
- If yes, please describe:
4. Yes___ No___ Do you use or anticipate using Cornell students or staff over whom you exercise supervisory or academic responsibility to support an external entity or activity (including consulting)?
- If yes, please describe:

Nepotism and Personal Relationships in the Workplace

5. Yes___ No___ Do you have a family member or someone with whom you have a personal relationship (see Policy 6.14) in the same college, department, or unit as you? If so, could your role reasonably influence (or be seen as influencing) decisions about their job, academic progress (like admission, grading, or advising), fulfillment of administrative duties (such as approving budgets, purchasing, or resources), or create any other situation that might affect or appear to affect your ability to make impartial, unbiased decisions in your professional duties? • If yes, please describe:

6. Yes ___ No ___ Are you in a position to initiate, participate in, or be responsible for making employment decisions related to a family member or an individual with whom you are involved in a personal relationship? Refer to Policy 6.14 for definitions of “family,” “personal relationship,” and “employment decisions” in considering your response.

- If yes, please describe:

Purchasing and Contracting

7. Yes___ No___ Do you have a family member who holds a central unit transaction review or approval role for transactions for which you initiate, process, or have payment approval authority? Refer to Policy 4.14 for the definition of “family” in considering your response.

- If yes, please describe:

(Your supervisor or unit head will consult with you to determine whether there are sufficient financial internal control measures in place to avoid potential conflicts of interest)

8. Yes___ No___ Do you or a family member hold an Equity Interest (e.g., stock, stock option, or other ownership interest, other than mutual funds) that **exceeds 5%** or a **value of \$5,000** in any entity that does business with Cornell?

- If yes, please describe:

9. Yes___ No___ Does a family member or other person or entity with whom you have a business associate relationship provide goods or services to Cornell or otherwise engage in business transactions with Cornell where you have influence in their selection process or transaction approval? Refer to Policy 4.14 for the definition of “family,” and “associate” in considering your response.

- If yes, please describe:

Outside Employment, Civic Activities, and other External Commitments or Potential Conflicts

10. Yes___ No___ Have you received **more than \$5,000** income from any single non-Cornell source during the calendar year or expect to do so in the next 12 months? (Includes salary, consulting fees, paid speaking engagements, expert witness testimony fees, honoraria, expense reimbursement, etc.)

- If yes, please list the source, amount, and the type of income:

11. Yes___ No___ Do you hold or plan to seek election or appointment to a public office during the next 12 months?

- If yes, please describe:

12. Yes___ No___ Are there any other situations that you may reasonably foresee as creating an actual or potential conflict of interest or commitment between your role at Cornell and an outside interest, activity, or relationship (including an actual or perceived ability to influence or derive personal benefit)?

- If yes, please describe:

I acknowledge that I have read and understand [University Policy 4.14, Non-Research Conflicts of Interest and Commitment](#) and [University Policy 6.14, Avoiding Nepotism](#) and I certify that I have provided complete and accurate answers to the questions above.

Name: _____ NetID: _____ Date: _____