



Operating Procedures: Series R 1-04 Conflict of Interest in Research and Scholarship – The use of self-authored/edited learning materials for teaching

Policy Hyperlink:

[R 1-04 Conflict of Interest in Research and Scholarship](#)

Policy Administrator:

Associate Provost, Research and Graduate Studies

Procedures created by:

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Procedures:

1. A member who wishes to use educational materials from which they have the potential to receive financial benefit must first obtain prior approval and disclose any potential conflict of interest by submitting a written request (disclosure) to the Office of the Provost.
2. The disclosure should include:
 - a. The type of potential conflict.
 - b. The nature of the activity.
 - c. A description of all the parties involved.
 - d. The potential financial interests and other rewards.
 - e. A detailed plan on how the potential conflict will be managed so that the member will not benefit financially from the use of educational materials from which they have the potential to receive financial benefit.
 - f. Any other information that the member feels is necessary to evaluate the disclosure.
3. The Vice Provost, Academic Excellence (VP AE) and Associate Provost, Research and Graduate Studies (APRGS) will evaluate disclosures generated regarding the use of educational materials from which members stand to financially benefit. The VP AE and APRGS will recommend that either:
 - There is no conflict of interest;
 - The potential for conflict of interest is negligible and should be allowed;
 - There is a conflict of interest but there is a sufficient plan in place to mitigate or manage the conflict of interest;

- There is substantial potential for conflict of interest and the activity should not be allowed.
4. In the case of an appeal, or as otherwise deemed necessary, the final decision will rest with the Provost.