



DIVISION OF RESEARCH

OFFICE OF THE VICE PRESIDENT FOR RESEARCH

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FAMILIAL MANAGEMENT PLAN BEST PRACTICES

When a familial Management Plan is approved, the COI Office has compiled the following best practices to support the implementation of the plan.

- When one of the conflicted individuals is in a position to make determinations with regard to the other conflicted individual's: Research responsibilities, Resource allocations on projects, University proposal routing & approval, Annual performance reviews, merit increases, or professional opportunities, or other decisions regarding the progress and success of the individual's career
 - An unbiased third party and/or committee of at least three unbiased individuals should review suggested actions and confirm there is no bias towards the conflicted individual
- With regard to the Faculty promotion process, conflicted individuals may not serve on the Promotion Review Committee (PRC) for one another. If one conflicted individual is in a position of leadership and is a named member, that position could be filled by another faculty member from the UMD campus.
 - Questions or concerns with regard to the promotion process can be directed to the [Office of Faculty Affairs](#)
- When approving Kuali Proposal routing, additional administrators within the division or department must also review and sign off within the Kuali Research system
- When one conflicted individual submits a KCOI disclosure, the other conflicted individual may not review or provide comments regarding the disclosure, they will be removed from the review process within the system
- With regard to any Organizational Conflicts of Interest that include a conflicted individual, if the other conflicted individual holds a position on the Organizational Conflict of Interest Committee they must recuse themselves from the committee discussion.
- The COI Office will share the information contained in the Management Plan with others on a need-to-know basis and will develop a communication plan to inform third parties who could be negatively impacted by an actual or potential conflict of interest arising out of the conflicted individual's relationship and/or who are otherwise in a position to know whether preferential treatment is occurring between them.
- This communication plan will inform the identified third parties, if any, that if they should have concerns to report them to the COI Office.
 - In addition, any faculty who have concerns can contact the COI Committee Chair, [Whistleblower hotline](#), [Office of Faculty Affairs](#), [The Faculty Ombuds Officer](#), etc.