

## Conflict of Interest Disclosures

**Policy:**

Employees are required to complete an annual disclosure to the Institute which would include information on any external relationships that might create or be perceived to create conflicts of interest with their Institute responsibilities. For each Institute research project (sponsored or un-sponsored), The Institute PI is obligated to ensure that any potential conflict of interest that exists in relation to the research project is reported as required by this Institute policy. Please see Faculty Handbook Statute 38 for more information.

**When:**

Annually. Also transactionally on sponsored projects.

**How:**

Online at <https://my.research.gatech.edu/coi/>.

**Who:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		



**Department:**  
COI Management  
Office

**Contact:**  
jeff.steltzer@  
gtrc.gatech.edu

## CT COI Training

*Note: This training will be required under new NIH/NSF Objectivity in Research regulations.*

**Policy:**

Please see NIH/NSF regs and Faculty Handbook Statute 38.

**When:**

Annually

**How:**

In person or online

**Who:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		



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## Institutional Animal Care & Use Committee (IACUC)

**Policy:**

Information from the Office of Research Compliance pending. Please visit <http://www.compliance.gatech.edu/about-iacuc/> for more information.

**When:**

**How:**

**Who:**



**Department:**

**Contact:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students

## Institutional Review Board (IRB)

**Policy:**

Information from the Office of Research Compliance pending. Please visit <http://www.compliance.gatech.edu/about-irb/> for more information.

**When:**

**How:**

**Who:**



**Department:**

**Contact:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students

## Intellectual Property

**Policy:**

More information from the Office of Sponsored Programs pending.

**When:**

At the time of hire or whenever the Institute revises the form.

**How:**

Paper form in new hire onboarding packages. Revised forms needing incumbent signatures will be delivered with faculty contracts and for others via a process developed by the Institution at the time of the revision.

**Who:**



**Department:**  
Office of Sponsored Programs

**Contact:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students
X	X	X	X	X	X	X

## Responsible Conduct for Research (RCR)

**Policy:**

Information from the Office of Research Compliance pending. Please visit [http://www.compliance.gatech.edu/rcr\\_policy/](http://www.compliance.gatech.edu/rcr_policy/) for more information.

**When:**

**How:**

**Who:**



**Department:**

**Contact:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students

## State Business Transaction Disclosure Report

**Policy:**

State law requires all that public officials and employees disclose all business transactions in which the individual has transacted with the State of Georgia and any agency of the State of Georgia for himself or on behalf of any business, or any business in which such public official or employee or any member of his family has a substantial interest. Please visit <http://www.usg.edu/legal> for more information.

**When:**

Annually by January 31

**How:**

Electronic distribution of required form

**Who:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students
X	X	X	X	X		



**Department:**

Legal

**Contact:**

[asklegal@gatech.edu](mailto:asklegal@gatech.edu)

## USG Ethics Training

**Policy:**

The USG is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the USG community. While the USG affirms each person's accountability for individual actions, it also recognizes that the shared mission and the shared enterprise of its institutions require a shared set of core values and ethical conduct to which each member of the USG community must be held accountable. These values and conduct are communicated and reinforced through training. Please visit <http://www.usg.edu/audit/compliance/ethics/> for more information.

**When:**

New hires must complete the training within 90 days of their hire date. All others must complete once every fiscal year.

**How:**

Online training at <http://www.trainsweb.gatech.edu>.

**Who:**

Staff	Temporary/ Retired but working	Research Faculty/Post Docs	Academic Faculty	Student Employees	Undergrad Students	Graduate Students
X	X	X	X	X		



**Department:**

Risk Management and Human Resources

**Contact:**

[ohrinfo@mail.gatech.edu](mailto:ohrinfo@mail.gatech.edu)