**University of Newcastle – Commercial Activity Conflict of Interest Declaration**

*This declaration must be completed in accordance with the* [*Commercial Activities*](https://policies.newcastle.edu.au/document/view-current.php?id=153) *Policy, its associated Procedures and the University’s* [*Conflict of Interest Policy*](https://policies.newcastle.edu.au/document/view-current.php?id=192) *and* [*Procedure*](https://policies.newcastle.edu.au/document/view-current.php?id=310&version=2)*.*

This Declaration must be completed by any staff member who holds, or intends to hold, a responsibility for decision making or management for a matter being proposed as a commercial activity of the University of Newcastle and any Activity Owner as defined by the Project and Consultancy Procedure. The declarant must either declare any conflict of interest (Part A) or make a no conflict of interest declaration (Part B).

|  |  |
| --- | --- |
| Declarant’s Details | |
| Full Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Business Unit / Division | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Commercial Activity Details | |
| Working Title | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Declaration | |
| I, Click or tap here to enter text., declare the following on this day Click or tap to enter a date.: | |
|  | I hereby declare the details provided in this declaration are correct to the best of my knowledge, and I make this declaration in good faith. |
|  | This declaration applies solely to the identified Commercial Activity, and I understand my obligations in complying with the University’s [Conflict of Interest Policy](https://policies.newcastle.edu.au/document/view-current.php?id=192) and [Procedure](https://policies.newcastle.edu.au/document/view-current.php?id=310&version=2). |
|  | I acknowledge that if the circumstances as set out in this declaration change, I am required to submit a new declaration. |
|  | I acknowledge that I have discussed this declaration with my relevant Manager and any declared conflict of interest will be managed in accordance with the University’s [Conflict of Interest Policy](https://policies.newcastle.edu.au/document/view-current.php?id=192) and [Procedure](https://policies.newcastle.edu.au/document/view-current.php?id=310&version=2). |
|  | I understand that personal information collected, managed and disclosed on this form will be handled in accordance with the University’s [Privacy Management Plan](https://policies.newcastle.edu.au/document/view-current.php?id=93). |

**Please only complete either Part A or Part B.**

|  |  |
| --- | --- |
| Part A - Conflict Details Declared | |
| Type of Conflict | Choose an item. |
| Subject of Conflict | Choose an item. |
| Describe the nature of the conflict: | |
| Click or tap here to enter text. | |

|  |  |
| --- | --- |
| Part B - No Conflict Declaration | |
|  | At the time of making this declaration, I have no conflict of interest in relation to the proposed commercial activity. |

|  |  |
| --- | --- |
| Signature of Declarant | |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

When completed, this record of Conflict of Interest Declaration must be stored in accordance with the University’s [Records Governance Policy](https://policies.newcastle.edu.au/document/view-current.php?id=81).