

## FCOI Disclosure Attachment

### Who should complete this form?

If you answered "Yes" to the question on the FCOI Disclosure Form you must complete a Disclosure Attachment for *each* entity in which you and/or your family member(s) have a significant financial interest. "Family members" is defined as your spouse, domestic partner, and/or dependent children.

### When do I complete this form?

Complete this form at the same time as your FCOI Disclosure Form or at such time when you acquire any new financial interest.

**Please use a separate FCOI Disclosure Attachment for *each* external entity. Additional sheets may be used if more space is needed for your responses.**

**Name:**

1. What is the name of the external entity in which you and/or your family member(s) have a significant financial interest? (If more than one entity is involved, please complete a separate Attachment form for each entity.)

3. Entity type:     For-profit (publicly-owned)                       For-profit (privately-held)  
                          Non-Profit     Government  
                          Other     Unknown

4. What is the primary business of this entity?

5. What position do you and/or your family member(s) hold with this entity (e.g., shareholder, director, officer, employee)?

6. What is the nature of the work that you and/or your family member(s) perform for this entity?

7. How is the work you and/or your family member(s) perform for this entity similar to or different than the focus of your University research or sponsored program?

8. Check all of the following relationships that this entity has with Lewis University (if any):

Research Collaborator

Vendor

Donor (Gift)

None / Unknown

Other (please describe):

9. Does the financial interest include income from intellectual property interest?  No  Yes

If yes, please describe the intellectual property to which these interests are related:

10. Does the financial interest include payment for travel?  No  Yes

If yes, please describe the nature and reason for the travel:

13. Please explain what steps you and/or your family member(s) might take (or propose to take) to manage, reduce, or eliminate potential or actual financial conflicts of interest with this entity:

I agree to abide by Lewis University's Financial Conflict of Interest policy. In submitting this form and disclosure attachments, if required, I certify that the information provided is true to the best of my knowledge. I supply this information for confidential review by Lewis University, and for such other limited purposes as are required by law, regulation, or contract. I do not authorize release of any of it for any other purpose. I understand and agree that if there is a material change (an acquisition of a significant financial interest) to this information, I must submit a new disclosure and attachment within 30 days of that change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THIS FORM:**

**Via Campus Mail/U.S. Mail:** Lewis University; Office of Sponsored Programs, One University Parkway; Mailbox 993, Romeoville, IL 60446 Attn: Director, OSP

**Via Email: Send to [wsiler@lewisu.edu](mailto:wsiler@lewisu.edu).** **If you choose to submit via email**, please be advised that email is not a secure or confidential communication medium. By submitting your FCOI form by email, you acknowledge that the University cannot guarantee the security or confidentiality of the email, and you assume all risk of loss.