

UNIVERSITY OF YORK  
Senate  
RESEARCH COMMITTEE

**Declaration of members' interests**

Research Committee business, as set out in its [terms of reference](#), involves evaluation and decision-making in relation to research and research-related activities conducted under the auspices of the University. In the case of Research Priming Fund Committee members, this includes direct decision-making regarding the allocation of resources.

It is essential that this business is conducted robustly, transparently and equitably. To this end, all members of Research Committee (i.e. both academic and non-academic) are required to identify and report any pertinent potential or actual conflicts of interest, so that the conduct of the Committee's work can be managed accordingly and the conflicts mitigated. Primarily, reporting takes the form of an annual return to be completed by all Committee members, indicating their chief interests and affiliations relating to research and research-related business (see attached pro-forma). This information will be held centrally by the Research Strategy and Policy Office as part of the Committee's official record of business, where it will be available for inspection and used to inform management of the Committee's work. For statutory records purposes, this information will be held for a minimum of six years.

**The annual return is not intended to be exhaustive. Substantive changes should be declared by Committee members as they occur. Members must also actively consider such issues on an ongoing basis in order to identify and declare any actual or potential conflicts of interest in relation to specific items of URC business.**

Members are reminded that in any instance where a potential conflict of interest has been identified, the person concerned should take no part in discussion or decision-making relating to that conflict, and should leave a meeting during such discussion and decision-making. At the start of each URC meeting, members will be formally invited to declare any potential conflicts of interest relating to the business of the meeting. Official records of the Committee's meetings will provide a transparent and robust account of how decisions and evaluations have been reached, including how any conflicts of interest have been handled.

Members will note that they are already required to declare some of this information via their department as part of the University's Declaration of Interests procedures, particularly in relation to potential financial interests. Nevertheless, it is important that this information is restated in relation to Research Committee business, so that it can be acted upon to mitigate conflicts of interest which relate to the Committee's work.

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ANNUAL DECLARATION OF INTERESTS

Members are asked to complete the pro-forma below in electronic format, declaring all interests potentially relevant to research/research-related business. Likely activities are indicated below as a prompt; however, ultimately it is for individuals to assess whether or not their activities could give rise to a conflict of interest, and to disclose these activities.

**Name:**

**Date:**

**A. Internal interests**

1. Department:
2. Membership of/involvement in cross-departmental research entities:
3. Other research/research-related collaborations outside the Department but within the University (e.g. Co-Is on a research grant, recent joint publications) (*indicate briefly*):
4. Please also provide the following information as relevant for any spouse/partner/close family employed by the University:

Name:

Department:

Membership of/involvement in cross-departmental research entities:

*More detailed information (e.g. relating to specific individuals, such as past/present supervisees or other relationships of relevance) should be disclosed on a case by case basis.*

**B. External interests: academic**

*Please indicate relevant interests using the table below (include additional fields as necessary). The following are examples of the types of activity which should be declared:*

- *Current research/research-related collaborations with external organisations, including other HEIs;*
- *Visiting status at other HEIs;*
- *Current/regular contract/consultancy work;*
- *Unpaid consultancy work;*

- *Involvement in partnerships with external organisations e.g. in relation to impact;*
- *External examiner for research degrees;*
- *Membership of a funding body panel;*
- *Membership of a journal editorial board.*

Organisation in which interest exists (e.g. HEI, funding body, editorial board, company)	Nature of interest e.g.

### C. External interests: general

*Any member who has a pecuniary, family or other personal interest in any matters relating to the business of the University and its subsidiary companies should declare that interest on the appropriate form. This should include relevant known interests of **spouses, partners or close family members**. Such declarations should describe the interest clearly and state whether it carries direct or indirect financial interests.*

*Please either:*

- (a) Attach a completed and current copy of your departmental annual declaration of interests form, having checked that it is up to date*
- or*
- (b) Complete the section below.*

*Please indicate relevant interests using the table below (include additional fields as necessary). Further guidance on what should be included is provided as an Appendix. A nil return should be submitted if appropriate.*

Organisation in which interest exists (e.g. HEI & department, company, school etc)	Nature of interest (e.g. employee, directorship, shareholding, membership etc)

**Thank you for completing this form: please return a copy electronically to the URC Secretary. NB: Substantive changes to any of this information should be declared by Committee members as they occur, via the URC Secretary.**

### Completing Section C: external interests – further guidance

An example of a potential conflict of interest in this area might be: a personal involvement in any company or commercial enterprise which is in a contractual relationship with the University, or which is in the process of negotiating a contract with the University, where the employee has been concerned or connected with placing or negotiating the contract in question or with the research or other activity which the contract might cover.

Although not an exhaustive list, the categories of interest in the following table should be declared:

Category of Interest	Information to be disclosed
Paid employment	Nature of employer and position held
Self-employment	Nature of business
Directorship of commercial companies	Names of companies
Significant share holdings	Names of companies in which the corporation member owns, say, 1% or more of the issued share capital
Investments in University subsidiary companies	Name of company and extent of investment and/or shareholding
Elected office	Name of authority and office held
Trusteeships or participation in the management of charities and other voluntary bodies	Name of body and nature of office held
Public appointments (paid or unpaid)	Name of body and office held
Membership of professional bodies	Name of body
Board members of commercial companies (including in University capacity)	Name of companies

All declarations should describe the interest clearly and state whether it carries direct or indirect financial interests.

Where a member or officer wishes to disclose the existence of an interest but is prevented on contractual or other grounds from disclosing specific information, s/he may choose to declare the broad category and nature of interest without necessarily naming the body or company concerned.