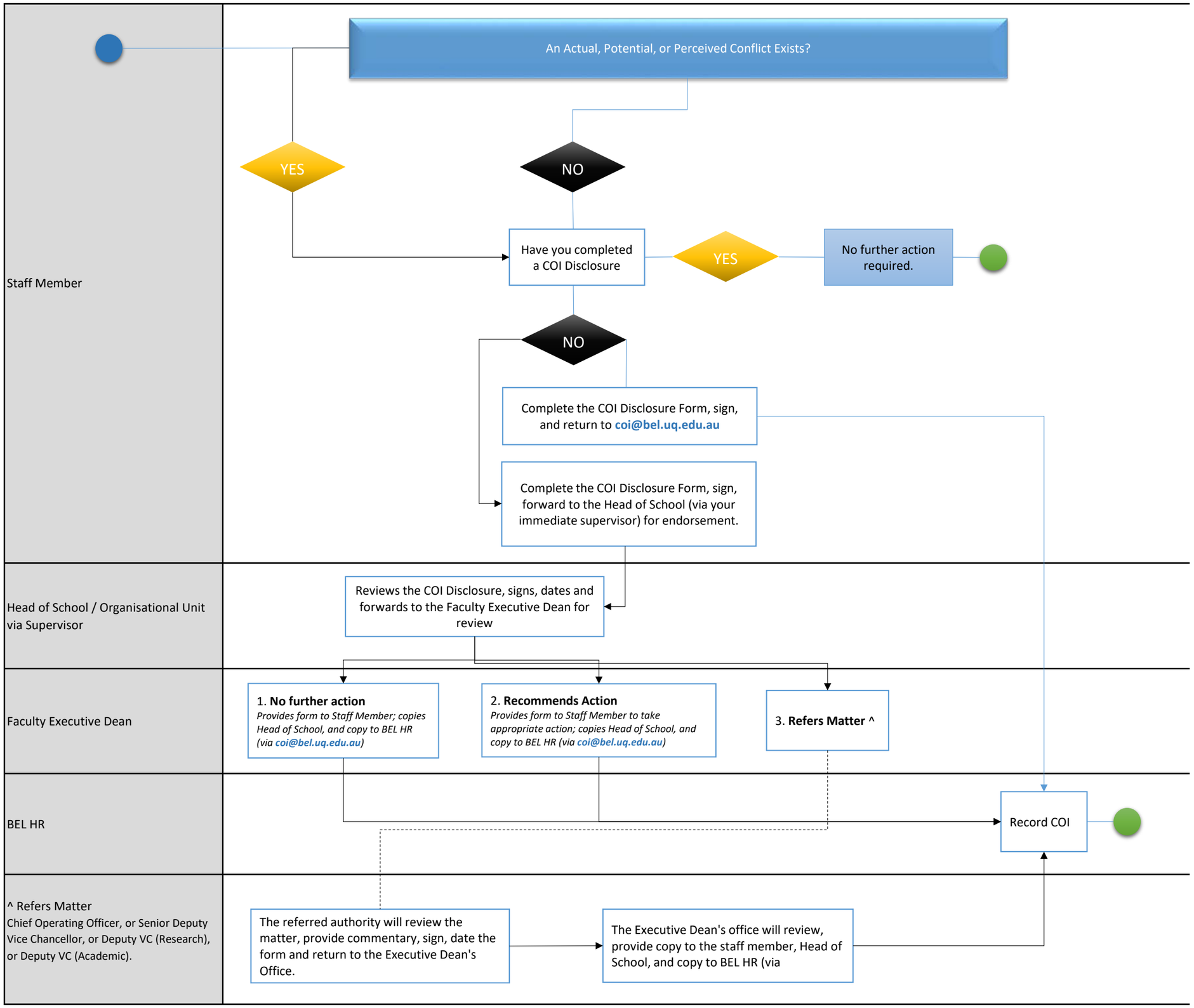
Staff Member
An Actual, Potential, or Perceived Conflict Exists?
YES
NO
Have you completed a COI Disclosure
YES
No further action required.
NO
Complete the COI Disclosure Form, sign, and return to coi@bel.uq.edu.au
Complete the COI Disclosure Form, sign, forward to the Head of School (via your immediate supervisor) for endorsement.
Head of School / Organisational Unit via Supervisor
Reviews the COI Disclosure, signs, dates and forwards to the Faculty Executive Dean for review
Faculty Executive Dean
1. No further action
Provides form to Staff Member; copies Head of School, and copy to BEL HR (via coi@bel.uq.edu.au)
2. Recommends Action
Provides form to Staff Member to take appropriate action; copies Head of School, and copy to BEL HR (via coi@bel.uq.edu.au)
3. Refers Matter ^
BEL HR
Record COI
^ Refers Matter
Chief Operating Officer, or Senior Deputy Vice Chancellor, or Deputy VC (Research), or Deputy VC (Academic).
The referred authority will review the matter, provide commentary, sign, date the form and return to the Executive Dean's Office.
The Executive Dean's office will review, provide copy to the staff member, Head of School, and copy to BEL HR (via