



CONFLICT OF INTEREST QUESTIONNAIRE

Business Contracts Unit REV 04-06-2023

This COI Questionnaire is grounded on the notion that UCLA employees owe paramount loyalty to the public, and that personal or private financial consideration should not be allowed to enter the decision-making process.

1. A "financial interest" consists of a direct or indirect investment worth \$2,000 or more; any source of income to the member aggregating \$500 or more provided or promised in the preceding 12 months; or, a position in a business entity as a director, officer, partner, trustee, employee, or member of management.

Does the proposed agreement involve the provisions of goods or services to a business entity in which a member of the department has a financial interest?

YES NO

If NO, please go on to question 4. If YES, please respond to question 2.

2. "Influence" includes contact with a campus official for the purpose of affecting the decision or the proposed decision to provide goods or services.

Did the member(s) with the financial interest make, participate in making, or attempt to influence?

YES NO

If NO, please go on to question 4. If YES, please respond to question 3.

3. Does the proposed agreement involve the financially interested individual(s)' teaching or research responsibilities?

YES NO

Whether the answer is NO or YES, there is no need to respond to questions 4 or 5.

4. "Near relative" means spouse, child, parent, brother, sister, son-in-law, father-in-law, mother-in-law, brother-in-law, and step relatives in the same relationship. It also includes a domestic partner and a relation of a domestic partner in one of the foregoing relationships.

Is the proposed agreement with a business entity of which an employee or the employee's near relative owns 10% or more?

YES NO

If NO, there is no need to respond to question 5. If YES, please respond to question 5.

5. Does the employee with the 10% or greater ownership interest (or whose near relative has a 10% or greater ownership interest) have teaching or research responsibilities? **YES** **NO**

Please go on to question 6.

6. Does the proposed agreement involve a commitment of time by an employee? **YES** **NO**

If NO, please go on to question 8. If YES, please respond to question 7.

7. Is the proposed time commitment by the employee consistent with his/her percentage time commitment to the University and/or other contractors? **YES** **NO**

Please go on to question 8.

8. Does the proposed agreement involve a commitment of University facilities? **YES** **NO**

If NO, there is no need to respond to question 9. If YES, please respond to question 9.

9. Is the proposed commitment of University facilities consistent with the commitment of these facilities to the University and/or other contractors? **YES** **NO**

In the space below, please provide any additional information you believe is relevant or helpful.

Completed by: _____
Title: _____
UCLA Department _____
Dept Code: _____
Date: _____

PLEASE RETURN TO: businesscontracts@finance.ucla.edu