



This form is to be used for the following purposes:

- 1. For annual disclosures to be submitted by October 1 of each year.
- 2. For disclosures of potential Conflicts of Interest whenever they occur.

Submit your completed form to Mary Kay Bonilla, Executive Director of Human Resources, who will provide a copy to your Executive Team-level supervisor.

For questions concerning the information required by this form, or any definitions, refer to Great Falls College Conflict of Interest Policy 402.4 or ask the Executive Assistant to the CEO/Dean, at x4305.

Certification

By signing below, I hereby certify:

- 1. I have read and understand the Great Falls College MSU Policy No. Policy [402.4 Conflict of Interest](#); and
- 2. I have: [check the box which applies]
 - a. No relationships, contractual commitments, or financial interests that are or might reasonably be perceived to be in conflict with my duties and responsibilities at MSU;
 - b. A potential conflict of interest which has been duly disclosed previously and there has been no change which requires an updated disclosure; or
 - c. Potential conflicts of interest **not** previously disclosed as described below in the Disclosure Statement.

Disclosures

Complete this section only if you have checked 2c above. If you checked 2a or 2b, you should sign the bottom of the form, date it, and submit it to Mary Kay Bonilla, Executive Director of Human Resources and provide a copy to your immediate supervisor.

- 1. I, my spouse and/or dependent child(ren) have the following interests or relationships (check all applicable):
 - a. A Significant Financial Interest in a non-college entity/enterprise directly related to my duties as follows:
 - Salary or other payment for services (e.g., employment, consulting fees/ honoraria)
 - Ownership interest (e.g., stock, stock options, partnership interest, or other)
 - Intellectual property rights (e.g., patents, copyrights or royalties)
 - b. Hold a position of executive, officer, or director in an entity engaged in commercial activities directly related to my MSU responsibilities.
 - c. Other potential Conflict of Interest.
- 2. In my position at MSU, I have responsibility for decisions which may result in direct benefits or detriments to:
 - a. A relative as defined in MSU’s Nepotism Policy (parent, grandparent, great-grandparent, child, grandchild, great-grandchild, brother, sister, aunt, uncle, niece, nephew, or cousin, by blood relationship; spouse; or brother, sister, parent, or child of spouse; or spouse of one's brother, sister, parent or child).
 - b. A person in whom or with whom I (or my Spouse or Dependent Children) have a financial interest.
 - c. A person with whom I have a romantic relationship.

3. I participate as an employee, officer, board member, or owner in an entity which has (or wishes to have) rights to intellectual property for which I was an inventor or creator in my work for GFCMSU.

With regard to the above-disclosed interests, attach a written explanation including the name of the entity or person, the nature and extent of the interest or relationship, and any other information necessary to an understanding of the potential Conflict of Interest.

The information contained in this form is complete and accurate to the best of my knowledge, and I acknowledge my continuing obligation to update my disclosure when there is a significant change in my personal or financial interests creating potential Conflicts of Interest.

Signed: _____ Date: _____