



## MEMORANDUM

Graduate Studies, Research and International Programs  
ph: 818/677-2901 fax: 818/677-4691  
University Hall, Suite 265

To: Applicants for Funding  
From: Mack Johnson, Associate Vice President  
Date: May 10, 2002  
Subject: Conflict of Interest Disclosure Form

---

CSUN has a policy on conflict of interest disclosure for members of the University Community applying for contracts and grants. A disclosure form must be submitted with all initial, and renewal proposals and within 90 days of termination of a grant or contract.

In fall, 1995, a number of major federal agencies began requiring that all universities applying for funds have a conflict of interest policy in place. The State of California has its own conflict of interest regulations affecting contract and grant awardees, which is similar in intent to that required by the federal government. To comply with the federal and state mandates, we ask you to fill out and return the disclosure form on the other side of this page.

Procedures:

Please fill out the financial disclosure form, and return it to our office **before your proposal is mailed**. We expect that the vast majority of applicants will simply check the box on the form indicating "nothing to disclose".

Seal the completed form in an envelope and write "**Confidential--Disclosure Form**", the **date** and **your name** on it. The envelope will only be opened if the funding agency notifies us of intent to make an award for the project. At that point, the Associate Vice President, Graduate Studies, Research and International Programs (or designee), will review the form. Should a potential or actual conflict of interest determination be made, the issue will be referred to a three-person faculty committee appointed by the President for review and disposition.

If you would like a copy of the policy or have further questions, please contact our office. Thank you for your cooperation.

Issued April 1, 1999; Revised March 18, 2002