

CONFLICT OF INTEREST PROCEDURE

1. All committee Chairs and members will receive a copy of the Conflict of Interest policy (insert a link...)
2. In preparation for a vote on any issue, the Committee Chair will ask if any members believe they have a “real” or “apparent” conflict of interest.
3. In accordance with the Conflict of Interest policy, decision makers should assess their individual situation with regard to the issue at hand, and disclose any real or apparent conflict they might have on the Conflict of Interest Disclosure Form.
4. Any doubt about whether to disclose should be resolved in favor of disclosure.
5. Committee members filing a Conflict of Interest form will circulate it to all Committee members and to the Executive Committee.
6. Committee members will discuss the conflict of interest disclosures to determine the conflict of interest status and action to be taken as follows:

Determination	Criteria	Action	
Real conflict of interest	Decision may be impacted by a private interest	Member will be recused from the vote. Chair may request an alternative appointment to the Committee.	
Apparent conflict of interest	A private or institutional interest would cause a reasonable person to question the reviewer's impartiality.	Committee discusses practical alternatives	No alternative: Chair documents the discussion and member is permitted to vote
			Alternative is identified: member is recused from the vote; Chair may request an alternative appointment to the Committee.
Committee can not determine or is not comfortable making a determination		Committee Chair refers the matter to the Executive Committee	

7. The Committee Chair will record the outcome of the discussion on the Conflict of Interest Form (Outcome).
8. The Committee Chair will be responsible for forwarding all completed Conflict of Interest Disclosure forms to the SfAA office where they will be kept on file for 2 years.

**Society for Applied Anthropology
Conflict of Interest Disclosure Form
November 2011**

Date:	
Committee:	
Member:	
Member contact email:	
Issue for which a conflict of interest may be present:	
Description of the relationship that may create or be perceived as creating a conflict of interest	
Nature of the real or apparent conflict of interest	<input type="checkbox"/> Relative/Personal <input type="checkbox"/> Professional Associate <input type="checkbox"/> Financial <input type="checkbox"/> Close academic/Scholarly relationship <input type="checkbox"/> Longstanding disagreement
Extent to which this relationship compromises your objectivity.	Not at all 0 1 2 3 4 5 Very much so
Comments:	
Outcome (to be completed by the Chair)	<input type="checkbox"/> This is a real conflict of interest; the Committee Member will not vote on this issue. <input type="checkbox"/> This is an apparent conflict of interest; the Committee has discussed it and to avoid the appearance of a conflict, the Committee Member will not vote on this issue. <input type="checkbox"/> This is an apparent conflict of interest; the Committee has discussed it and has decided that there is no practical alternative to including the Committee Member in the vote. The rationale for this decision is attached. The Committee member will vote on the issue.

Comments (to be completed by the Chair)	
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