Example Notification:

[Letterhead]

[Date]

To All Personnel in the Laboratory of [PI Name],

This letter is to inform you that I am [List position in company] of a company called [Name of Company], devoted to research in the areas of [Add text explaining the purpose of the company, your involvement with it, and any connections to the lab].

My relationship does not carry with it any restrictions on publication, and any associated intellectual property will be disclosed and processed according to Texas A&M University – Corpus Christi policy.

The purpose of this letter is to inform you of this potential conflict of interest, and, if you feel that at any time your academic pursuits and freedoms are compromised by this relationship.

You have the right to accept or decline work related to this project. If you decide to participate in this work:

1. You will conduct work on behalf of the University, not [Name of Company].
2. You will report to and take direction from your supervisor, no [Name of Company].
3. You have the right to confidential access to the Dean, [Department] or Conflict of Interest Official to discuss any questions or concerns, including the impact of the employee’s relationship with [Name of Company] on your work, advancement, studies, or progress towards a degree. Their contact information is:

Dean:

[Provide contact information for the appropriate dean or director’s designee listed in your management plan]

Conflict of Interest Official:

Dr. Ahmed Mahdy

Vice President for Research and Innovation (361) 825-3881

Ahmed.Mahdy@tamucc.edu.

Sincerely yours,

[Signature]