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**Trainee-Faculty Agreement**

**CMP# C##-##**

Name of Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Undergraduate, Graduate, or Postdoctoral (circle one)

**Trainee’s Role:**

**Expected Graduation Date for Trainee:**

**Project Name:**

**Industry Sponsor/Startup:**

**Conflicted Faculty Member (includes Faculty’s Immediate Family Members):**

**Nature of Relationship:**

**Describe the real or perceived conflict of Interest:**

Name of Trainee Advocate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These guidelines are intended to protect the academic interests of trainees (undergraduate, graduate or post-doctoral fellow) while permitting thoughtful and productive engagement in activities with which the Conflicted Faculty Member has a financial interest including, but not limited to:

* Industry sponsored research
  + Where the school, PI, and/or mentor has a financial interest in the research (e.g., potential royalties), or
  + Where the school, PI, and/or mentor has a financial interest in or relationship with the entity itself (e.g., equity, consulting income).
* Federal or philanthropic sponsored research where the school, PI, and/or mentor has a financial interest in the research (e.g., potential royalties).
* Outside work/activities for an entity in which the school, PI, and/or mentor has a financial interest.

As part of Atrium Health Wake Forest Baptist’s commitment to the academic pursuits and integrity of its trainees, the Conflict of Interest Office helps to pair a trainee with a Trainee Advocate when conducting research on institutionally-owned intellectual property or engaging with an activity in which the Conflicted Faculty Member has a financial interest. The Trainee Advocate, who has no relationship with the Startup Company, will query trainees engaged in activities such as those mentioned on at least an annual basis for the duration of the work to ensure that they are engaged voluntarily in meaningful work that does not interfere with their academic progress.

Both trainee and conflicted faculty member(s) must demonstrate understanding and agreement that:

1. Conflicted Faculty Member must disclose outside financial and fiduciary relationships (e.g., consulting income, equity, board memberships, etc.) as required on conflict of interest disclosures, and trainee engagement in these activities should be explicitly reported.
2. Trainees are made aware that a conflict of interest exists for the Conflicted Faculty Member(s) named above and are assigned a Trainee Advocate for the project.
3. Trainees always have the voluntary choice of whether or not to participate in activities with which the Conflicted Faculty Member has a financial interest. Coercion in any form by faculty is strictly forbidden.
4. The work assigned to the trainee should promote education and professional growth.
5. The student’s participation in research or other activities with which the Conflicted Faculty Member has a financial interest must not interfere with his/her academic progress. Student’s participation in projects where publications could be delayed (for example, by an industry sponsor) should be carefully considered and students should never participate in research where publications will be restricted by an outside entity. This does not preclude any embargo required by the Student-Advisor Agreement on Electronic Release of Thesis or Dissertation. Graduation date should never be delayed because of activities in which the Conflicted Faculty Member has a financial interest.
6. Publications and presentations resulting from projects involving an Industry Sponsor/Startup with conflicted individuals listed as authors must contain appropriate language to reveal the conflicted party’s relationship with the sponsor.
7. If during the engagement the trainee finds the outside activities to be in conflict with academic progress, he/she has the right to cancel the outside arrangement with the entity and give reasonable notice to the Conflicted Faculty Member (e.g., two weeks).
8. A Conflicted Faculty Member supervising the thesis work of a trainee concurrently involved in activities in which that faculty has a financial interest must disclose the trainee’s involvement to the other thesis committee members. Additionally, if the Conflicted Faculty Member has a supervisory role in a class taken by a trainee concurrently involved in activities in which the faculty member has a financial interest, the faculty member must remove himself/herself from grading the trainee, thus avoiding potential conflicts of interest in the evaluation of the trainee's performance.
9. Trainees funded on federal grants must deliver the work effort for which they are compensated or reimbursed, and activities in which the Conflicted Faculty Member may not displace grant-supported work. Effort reporting procedures must assure this.
10. The Conflict of Interest Office will maintain copies of signed *Trainee-Faculty Agreements* that are issued as a part of a conflict of interest management plan*.* The assigned Trainee Advocate will query these trainees on an annual basis for the duration of the work to ensure that trainees are engaged voluntarily in meaningful work that does not interfere with their academic progress. Documentation will be signed by the Trainee and Advocate before forwarding to the Conflict of Interest Office as proof of compliance.

Trainees have the right to file a complaint with their Trainee Advocate if they feel that any of the guidelines outlined in this Agreement are not being followed, and the Trainee Advocate must notify the COI Office immediately. The Conflict of Interest Review Committee will review the matter and will elevate to the proper authority, such as the Dean’s Office or the Research Integrity Officer.

Additionally, the Trainee understands that if any of the following situations arise during the course of the study, he/she will discuss with the Trainee Advocate:

* Concerns about the appropriateness of his/her assignments on this project.
* Concerns about coercion or undue pressure by Conflicted Parties on this project.
* Concerns about requests to revise, delete or omit data on this project by Conflicted Parties.

**Trainee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_**

**Conflicted Faculty Member Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_**

**Trainee Advocate’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_**

**Graduate School Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_**

**CIRC Co-Chair Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_**