



**BALL STATE
UNIVERSITY**

Guidance for the Successful Submission of Uniform Indiana State Conflict of Interest Disclosure Statement (IN COI)

To submit your IN COI disclosure for review, please ensure the form is fully completed, including all the information listed below. You may be asked to provide extra details not explicitly requested on the form. This information must be provided before the Provost and/or the BSU Board of Trustees can conduct its review and, if approved, submit the disclosure to the IN State Board of Accountants.

Failure to provide the requested information will result in your disclosure being returned for revision and may cause a delay in your disclosure being reviewed by the Provost and/or BSU Board of Trustees and subsequent filing with the state.

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- Question 1:** Provide your full name and home address.
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- Question 2:** Provide your official job title at BSU.
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- Question 3:** *3a* should say “Ball State University”
3b should say “Delaware”
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- Question 4:** *Select box 4a if* this disclosure relates to a **one-time** contract with the university. Those who select 4a must provide dates for the contract’s effective date and the contracts end date/contract term/purchase term in question 6.
Select box 4b if this disclosure includes an ongoing financial interest where purchases are made on an ongoing basis or where a contract proposes an ongoing relationship between BSU and you. This box is most commonly selected for the use of self-authored works.
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- Question 5:** Provide the full name and full physical address for the vendor or entity with which the contract exists.
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- Question 6:** *If a dependent is involved:* Provide the full name of the dependent(s) and describe your relationship to the dependent(s).
If 4a was selected: All information requested within the state disclosure form is required. See below for additional requirements for the use of self-authored works.
If 4b was selected: Provide information about the kind of contract involved. For disclosures not involving the use of self-authored works, provide the effective date of the contract or purchase and the end-date or term of the contract/purchase. See below for additional requirement for the use of self-authored works.
For disclosures involving the use of self-authored texts: Provide the full name of the text to be used and where the text will be sold. State during which semesters the text will be used, and in which classes at BSU (if known).
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- Question 7:** Provide all information requested within the State Conflict of Interest Form, and
For disclosures involving the use of self-authored texts: Provide information about the estimated number of students who will use the self-authored works over a 12-month period, the cost to each student, the amount of profit/benefit to you or your dependent per unit, and the approximate total dollar value/benefit over a 12-month period.
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- Question 8:** This section must be left blank.
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- Question 9:** Provide the date this disclosure was submitted, and...
For disclosures involving contracts with the institution: Provide the date of action on the contract.
For disclosures involving the use of self-authored works: Provide the date of the first day of the first semester in which the text will be used on the line labeled “Date of Action on Contract or Purchase”
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- Question 10:** Your signature must be a non-computer-generated signature. The date the form was signed must be included along with your printed legal name, and email address.
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For questions or if you are unsure if you are filling out this form correctly, please contact Rachael Alaniz, Responsible Conduct of Research Officer at rsalaniz@bsu.edu or 765-285-6510 before submitting this disclosure.