**Identifying Conflicts of Interest**

ETHICAL CHECKLIST: DISCLOSE, DISCUSS & DECIDE

This checklist can help individuals identify whether a possible conflict of interest exists.[[1]](#footnote-1) If you answer “yes” to any of the following questions, the possible conflict should be immediately disclosed to the person at the organization responsible for determining conflicts of interest.

1. Do I have any personal financial interests shared with any of the known parties?
2. Do I have a history of conflict with any of the known parties?
3. Do I have, or have I had, a personal relationship with any of the parties or members of their families/social networks that could create an appearance of favoritism or bias?
4. Do I have a supervisor-employee relationship with any of the parties or members of their families/social networks?
5. Have I expressed to others unfavorable opinions about any of the known parties within the past two years?
6. Am I able to be neutral and independent regarding this matter and not form any predispositions?

Note to Organization: While in the best of circumstances, an organization can say that one “yes” is disqualifying, if there are unique contextual considerations, those should be thoroughly vetted and a decision made in the best interest of the organization.  It is critical that if an investigator proceeds despite a “yes,” the reason be thoroughly documented. However, best practice is never to make an exception.

1. While this list is not all encompassing, it can serve as a guide and a starting point. [↑](#footnote-ref-1)