



## CONFIDENTIAL REPORT

### DECLARATION OF OUTSIDE INTERESTS AND ENGAGEMENTS SUBJECT TO REPORTING IN ACCORDANCE WITH THE VALUES AND ETHICS CODE FOR THE PUBLIC SECTOR, CIHR'S CODE OF CONDUCT AND CIHR'S CONFLICT OF INTEREST POLICY

Name	Job Grade	Position Title
Portfolio /Branch/Division		Office location

Note: If space below is insufficient, please attach second page

In accordance with CIHR's Conflict of Interest Policy, I hereby disclose the following assets, direct and contingent liabilities, outside employment and other outside activities, which includes any current or anticipated applications for a CIHR grants or awards, which I fully understand may have to be divested, curtailed or modified if it is determined that such assets, liabilities or such activities give rise to a real, apparent or potential conflict of interest in respect of the duties and responsibilities of the position offered to or occupied by me:

**Description of Assets:**

**Description of Liabilities:**

**Description of Outside Activities (including current or anticipated applications for CIHR grants or awards):**

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Privacy Statement

Complying with CIHR's Conflict of Interest Policy is a condition of your employment. The information you provide on this confidential report is collected for the purposes of ensuring compliance and maintaining information about potential and actual conflict of interest situation for employees of CIHR. Personal information is protected under the *Privacy Act*.



## **Confidential Report**

Employees must report, within 60 days of their first appointment or the start date of an assignment, all outside activities, assets, direct and contingent liabilities that might give rise to a conflict of interest with respect to their official duties at CIHR. A Confidential Report must be submitted even where there is no declaration to be made.

Furthermore, every time a significant change occurs in the personal affairs or official duties of a CIHR employee, they must review their obligations under CIHR's Conflict of Interest Policy. If the risk of a real, apparent or potential conflict of interest exists, they must file a new Confidential Report to the Conflict of Interest Officer at [Declaration@cihr-irsc.gc.ca](mailto:Declaration@cihr-irsc.gc.ca).

## **Grants and Awards**

A CIHR employee shall not benefit personally, either financially or otherwise, as a result of his/her duties in respect of a grant or award application.

A CIHR employee who has:

- a direct or indirect professional or personal relationship with an applicant; or
- a direct or indirect relationship with the Applicant's institution, a direct or indirect financial interest in a funding opportunity or an application for funding to CIHR

shall disclose the relationship or interest to his/her manager and shall recuse himself from any role he/she may have otherwise played in the review of the application or the awarding of a grant or award, unless otherwise directed by his/her manager.

## **Reporting Assets and Liabilities**

Assets and liabilities which should be included in a Confidential Report include:

- publicly traded securities of corporations that do business with CIHR, or that could apply for or be the recipients of contracts from CIHR ("Securities"), whether owned by the employee or his/her family members or associates.
- interests in partnerships, proprietorships, joint ventures, private companies and family businesses, in particular those that own or control Securities or that could apply for or be the recipient of contracts from CIHR, whether owned by the employee or his/her family members or associates.
- any other assets or liabilities that could give rise to a real, perceived or potential conflict of interest due to the particular nature of the employee's duties and responsibilities.

## **Outside Employment or Activities**

Employees may engage in employment outside the CIHR and take part in outside activities unless the employment or activities are likely to give rise to a conflict of interest or in any way undermine the neutrality of the organization. When outside employment or activities might subject employees to demands incompatible with their official duties, or cast doubt on their ability to perform their duties in a completely objective manner, they shall submit a Confidential Report to the Conflict of Interest Officer at [Declaration@cihr-irsc.gc.ca](mailto:Declaration@cihr-irsc.gc.ca).

The Conflict of Interest Officer may require that the outside activities be curtailed, modified, or terminated if it is determined that a real, apparent or potential conflict of interest exists.

## **Familial Relationship**

Employees should proactively disclose their familial relationships with other current and prospective employees.