# Example Template Even on Two Lines Policy

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| --- | --- |
| **Subject** | Pick one of the following: Governance and Organization;  Academic Affairs; Research and Public Service; Student Affairs; Personnel; Financial Affairs; Physical Plant; Athletics; Information Technology; Miscellaneous. |
| **Revised** | March 2024 – Month and year policy was revised. List multiple dates when applicable. |
| **Web Link** | <https://www.montana.edu/policy/policy_template/> |
| **Effective Date** | March 6, 2024 - When policy was first adopted |
| **Review Date** | December 2026 – When policy will be up for review, usually 3 years after effective date or revised date. |
| **Responsible Party** | Division or office primarily responsible for this policy |



## Table of Contents

[Scope](https://www.montana.edu/policy/conflict_of_interest/#scope)

[100.00 Introduction](https://www.montana.edu/policy/conflict_of_interest/#introduction)

[200.00 Policy](https://www.montana.edu/policy/conflict_of_interest/#policy)

[300.00 Applicability](https://www.montana.edu/policy/conflict_of_interest/#applicability)

[400.00 General Definitions](https://www.montana.edu/policy/conflict_of_interest/#generaldefinitions)

[500.00 Disclosure Procedure](https://www.montana.edu/policy/conflict_of_interest/#disclosureprocedure)

[600.00 Disclosure Review and Management](https://www.montana.edu/policy/conflict_of_interest/#disclosurereview_management)

[700.00 Appeal Procedure](https://www.montana.edu/policy/conflict_of_interest/#appealprocedure)

[800.00 Record Maintenance](https://www.montana.edu/policy/conflict_of_interest/#recordmaintenance)

[900.00 Noncompliance](https://www.montana.edu/policy/conflict_of_interest/#noncompliance)

[1000.00 Sponsored Research](https://www.montana.edu/policy/conflict_of_interest/#sponsoredresearch)



## 010.00 Template instructions

This is not a real policy; this is the policy template for 2024. The objective with this template is to create readable, easily transferrable drafts which can be passed from a Word file, to a webpage and then to a PDF. It is our supposition that if we have drafts that look very similar to one another between Word, web and PDF we will increase readability and trust in these documents.

A few things to note:

* The DRAFT text which appears as a watermark is set within the **Insert** dropdown in Word under **Watermark**. You can turn this off when the draft is adopted.
* The headings are used intentionally. Main sections are Heading 2 while sub sections of those are Heading 3, 4 and 5. Heading 1 is reserved for the policy title. Using the headings this way helps ease of transferring to the web.
* Each main section (Heading 2) also has an anker link attached which is connected to its corresponding link in the Contents section. If you edit these instead of removing and replacing, you will maintain this link structure.
* You can delete this entire section between “Not a Real Policy” and here. Send a message to [compliance@montana.edu](mailto:compliance@montana.edu) if you have any questions.

### 010.00 Example Subsection

The title of this subsection is set as a Heading 3, while the main section title is set as a Heading 2.

1. A subsection could have an ordered list, like this, within it.
2. We will go over the preferred format of ordered lists and nesting.
3. Who does not like a good ordered list?

### 020.00 Ordered List Hierarchy

The preferred hierarchy for ordered lists in Policy.

1. Starts with regular numbers.
   1. Then, in child elements, switch to upper-case letters.
   2. And then if you have items under one of these elements.
      1. The children under than can be
      2. Lowercase letters.
         1. Finally, if you have a 3rd nested list, use roman numerals.
         2. And if you continue with nesting, you could use lowercase roman numerals.

### 030.00 Unordered Lists

* One
* Could look
* Like this
  + With a few
  + Child items

## Scope

This policy applies to the following MSU Campuses:

* MSU Bozeman (including MSU Extension, Agricultural Experiment Stations, and Gallatin College)
* MSU Billings (including City College)
* MSU Northern
* Great Falls College MSU

For the purpose of this policy, the term “University” means all campuses listed.

The Institutional Official for each campus is:

1. MSU Bozeman – Director of the Office of Research Compliance (or designee)
2. MSU Billings – Director Human Resources (or designee)
3. MSU Northern – Director of Human Resources (or designee)
4. Great Falls College MSU – Director of Human Resources (or designee)



## 100.00 Introduction

The administration, faculty, and staff of the campuses of Montana State University (MSU or University) all bear the responsibility of serving the respective teaching, research, and service missions of the campuses.  That mission is enhanced by the sustained, active interaction of members of the University community with business, government.

## 200.00 Policy

The University is committed to fulfilling its mission with integrity and in full compliance with state and federal ethics and conflicts of interest laws and regulations and with the Montana Board of Regents Policy §770.

### 210.00 Applicable Law, Regulation, and Policy

In addition to this Policy, MSU employees’ ethical conduct is governed by:

* **Montana law, Standards of Conduct -**[Code of Ethics, Title 2, Chapter 2, Part 1 M.C.A.](http://leg.mt.gov/bills/mca/title_0020/chapter_0020/part_0010/sections_index.html)
* Federal regulations governing sponsored research. For example, the National Science Foundation and the National Institutes of Health (and all other Public Health Service “PHS” agencies) require institutions receiving funding to have a conflict of interest policy which complies with its regulations:
  + [NSF - Grantee Standards,Award and Administration Guide](http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/aag_4.jsp#IVA)
  + [Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought (42 C.F.R. Part 50, Subpart F)](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=992817854207767214895b1fa023755d&rgn=div5&view=text&node=42:1.0.1.4.23&idno=42#sp42.1.50.f)
  + [Responsible Prospective Contractors (45 C.F.R. Part 94)](http://www.ecfr.gov/cgi-bin/text-idx?SID=1733b284bdafaf8a2570c277c99ccff7&mc=true&node=pt45.1.94&rgn=div5)

## 300.00 Applicability

This policy applies to all employees of the University. Employees are expected to review and understand their obligations under this Policy and to be familiar with their obligations under the laws, regulations and policies referenced in §210 of this Policy.

## 400.00 General Definitions

In determining whether a conflict of interest or conflict of commitment exists, an important consideration is whether an independent observer might reasonably conclude that the employee’s professional actions or decisions are influenced by considerations of personal gain, financial, or otherwise.

## 500.00 Noncompliance

### 510.00 Breach of Policy

The University expects all employees to comply fully and promptly with all requirements of this Policy. Breaches of this Policy include, but are not limited to:

* intentionally filing an incomplete, erroneous, or misleading disclosure form;
* failure to provide additional information as required;