



University of California
Office of the President

Vice President-
Research & Graduate Studies

Research Administration Office

Memo Operating Guidance

No. 07-07S1
October 2, 2008

CONTRACT AND GRANT OFFICERS

**Subject: LLNL to LLNS TRANSITION
Supplement 1**

ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE FORM

If you are receiving funds from Lawrence Livermore National Security, LLC, through a subcontract to your campus, the attached **ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE** form is required to be signed by an Institutional Representative (i.e., the same person that has delegation to sign the award) for each subcontract received.

These statements disclose the University's relationship with LLNS, and explain that our relationship as a stakeholder did not influence the particular award being executed.

If, however, you or your Principle Investigator know that UC's relationship *has* influenced a particular award, you will need to alter the letter and disclose that situation.

These statements must be placed on your letterhead and independently signed and submitted for each project.

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Attachment: [Organizational Conflicts of Interest Disclosure Form](#)

*Note: The addressees above represent the standard distribution of Contract and Grant Memos. Additional addressees, if any, may be added based on the subject of the Memo. See cc's.