



University of California  
Office of the President

Vice President-  
Research & Graduate Studies

Research Administration Office

# Memo Operating Guidance

No. 07-07S2  
February 19, 2009

---

## CONTRACT AND GRANT OFFICERS

### **Subject: LLNS UPDATED 2008 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 and updated **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. This form has been updated with Federal Fiscal Year 2008 data.

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 Principal 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.

Kathleen P. Babcock, J.D.  
Coordinator, Government Contracts & Grants  
(510) 206-8268 or  
(510) 987-9840  
[kathleen.babcock@ucop.edu](mailto:kathleen.babcock@ucop.edu)  
<http://www.ucop.edu/raohome/>

Attachment: [2008 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.