UNIVERSITY OF HAWAI'I DISCLOSURE FORM

Purpose: The purpose of this disclosure statement is for faculty members, staff and administrators of the University to ensure that no unresolved conflict exists between their primary University commitments and their outside interest and activities. This statement conforms with current federal guidelines requiring disclosure of professional activities of faculty members and administrators. This statement establishes specific facts to help supervisors determine whether potential conflicts exist, enabling them to anticipate and resolve problems.

Procedure: All faculty members, staff and administrators must complete this form annually and submit it on or before April 15 to their department chairperson, unit director, dean, or other immediate supervisor. Only those outside interests related to University activities need to be reported. Not all outside interests and financial relationships place the faculty or staff member or administrator in conflict with his or her obligations to the University and to their profession; nor are all conflicting interests necessarily impermissible. Timely and complete disclosure of potential conflicts of interest protects employees from suspicion and accusations of breaches of academic integrity.

PART I

Statement of Outside Interests and Activities

Name: ____________________________ Date: ________________ March 2, 2004
School/College/Unit: SOEST, University of Hawaii, Manoa Campus
Department or Subunit: Department of Geology and Geophysics

1. Ownership Interests: During the past calendar year, did you or members of your immediate family1 own or control an equity interest in any organization2 in your field of academic interest or specialization?
   YES ________ NO __X__

2. Office and Positions: During the past calendar year, were you or a member of your immediate family a director, officer, partner, employee, or agent, or in any managerial position of any organization outside the University of Hawai‘i that might be affected by your research, creative, or administrative activities? (You need not answer with respect to governmental committees, community, political, academic, charitable, religious, social, or professional nonprofit organizations.)
   YES ________ NO __X__

3. Remunerative Activities: During the past calendar year, have you received income (cash or in-kind, ignoring reimbursement of reasonable expenses) related to your teaching, research, creative, or administrative activities from any one organization outside the University and its affiliated entities in excess of 1% of your University salary? (Exclude income totaling $500 or less [cash or in-kind] from any one source on an annual basis. Check NO if total annual remuneration from any one organization does not exceed 1% of your University salary.)
   YES ________ NO __X__

4. Outside Employment of Students or Staff: Do you now, or did you during the past calendar year, employ any of your students or staff in a company or organization outside the University?
   YES ________ NO __X__

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1 Dependents, the spouse and all members of the household.
2 Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, government agency, or other entity but not including mutual funds over which you have no control.

Rev. 04/03/00
5. **Other Transactions or Facts:** During the past calendar year, did you or any member of your immediate family have an interest in any contract, sale, or other transaction to which the University of Hawai‘i or one of its affiliates was a party, or are there other situations, not listed above, that you believe may create an actual or perceived conflict of interest? (Exclude your own or your spouse's employment contract with the University.)

   YES ______   NO ___X__

The above is an accurate and current statement of my reportable outside interests and activities.

Signature: ___________________________________________ Date: ____________

**Supervisor's Statement:** I certify that the person named above reports to me and to the best of my knowledge does not have any conflicts of interests or has reported and resolved them.

Signature: __________________________ Typed Name: __________________________ Date: __________

COMPLETE PART H ONLY IF YOU ANSWERED "YES"
TO ANY OF THE QUESTIONS OF PART I.

PART II

**CONFIDENTIAL DISCLOSURES**

Detailed statement of Outside Interests and Activities
(when applicable)

Name: __________________________ Department or Subunit: __________________________

1. **Ownership Interests**
If during the past calendar year you or members of your immediate family owned or controlled an equity interest in any organization in your field of academic interest or specialization, give details below.

<table>
<thead>
<tr>
<th>Nature of Organization</th>
<th>City &amp; State</th>
<th>Business</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Officer and Positions**
Please give details if, during the past calendar year, you or a member of your immediate family were a director, officer, partner, employee, or agent or in any managerial position of any organization outside the University of Hawai‘i that might be affected by your research, creative, or administrative activities. (You need not answer with respect to governmental committees, community, political, academic, charitable, religious, social, or professional nonprofit organizations.)

<table>
<thead>
<tr>
<th>Nature of Organization</th>
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</thead>
<tbody>
<tr>
<td>Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Remunerative Activities
Please give details if, during the past calendar year, you have received income (cash or in-kind, other than reimbursement of reasonable expenses) related to your teaching, research, creative, or administrative activities from any organization outside the University and its affiliated entities in excess of 1% of your University salary. (Exclude listing any income totaling $500 or less [cash or in-kind] from any one source on an annual basis.)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Nature of Business</th>
<th>Does the total annual remuneration per year exceed 1% of your University Salary? (answer yes or no)</th>
</tr>
</thead>
</table>

4. Outside Employment of Students or Staff
Do you now, or did you during the past calendar year, employ any of your students or staff in a company or organization outside the University? If so, please list below.

<table>
<thead>
<tr>
<th>Name of Student/Staff</th>
<th>Employer</th>
<th>Effort (Hrs/Year)</th>
</tr>
</thead>
</table>

5. Other Transactions or Facts
During the past calendar year, did you or any member of your immediate family have an interest in any contract, sale, or other transaction to which the University of Hawai'i or one of its affiliates was a party, or are there other situations, not listed above, that you believe may create an actual or perceived conflict of interests? (Exclude your own or your spouse's employment contract with the University.) Please identify such transactions or facts, including date, parties, subject matter, etc.

The above is an accurate and current statement of all my reportable outside interests and activities.

Signature: ___________________________ Date: ________________

Supervisor's Statement:
I have reviewed this form and find (no) reason for further action.

Signature: ___________________________ Typed Name: ___________________________ Date: ________________

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