**Instructions for Conflict of Interests (COI) Spreadsheet**

Please refer to template spreadsheet “COI Full Proposal Spreadsheet” available at: <http://erc-assoc.org/content/templates-proposal-preparation-0>.

**Column Definitions:**

Column A: Proposal Number – copy into each row; this number is available from FastLane

Column B: Name and role of all supported by the center as well as those with any role in the center (even if not supported by the center) (e.g. Director, Deputy Director, Thrust Leader, Senior Personnel, etc.).

Column C: Institutional affiliation – please indicate if the institution is a minority serving institution (MSI), etc (see key below in the example)

Column D: Department

Column E: field of expertise

Column F: Conflicted individual – **one individual per row**; please refer to Grant Proposal Guide, Section C.2.f.e (GPG, NSF 14-1, page II-12), under “Collaborators and Other Affiliations,” for conflict types (advisors, students, co-editors, collaborators, etc.)

Column G: keep it blank

Column H: Affiliated University, National Lab, etc. – one per row (start a new row for each institution) – please indicate if the institution is a minority serving institution (MSI), etc (see key below in the example)

Column I: Partner Pre-College Institutions – one per row (start a new row for each institution)

Column J: Innovation Partner Organization – one per row (start a new row for each organization)

Column K: Firms and agencies contacted for membership in the center – one per row (start a new row for each firm or agency)

**Example**

Please refer to the example spreadsheet “COI List Example for Full Proposal” available at: <http://erc-assoc.org/content/templates-proposal-preparation-0> .

In this example, we use the information from an imaginary center organized as described in the following tables:

**Part I: ERC Institutions**

Key:

FSI – Female Serving Institution, HBCU – Historically Black College and University, HHE – High Hispanic Enrollment, LNURM – Large Numbers of Underrepresented Minorities, MSI – Minority Serving Institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead University**  | **Domestic Partner Universities**   | **Universities Contributing Affiliated Faculty** **or National Labs Contributing Affiliated Staff** | **Foreign Partner Universities (if known)** | **Partner Pre-College Middle and High Schools**  |
| University of X, City, State (HBCU) |  University of Y, City, State  |  University of Y, | University of Z, City, Country |  XYZ School District, City, State (MS-HS) |
|   |  Best University |  University of Mid West |  |  Best Town High School, Town, State (HS) |
|   |  SuperM University (MSI) |  Southern South University (HHE) |  |   |
|   |   |   |  |   |
|   |   |   |  |   |

**Part II: Leadership Team and Funded Faculty/Research Staff (including their Departments, Expertise and Institutions)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names of Members of the Leadership Team & Funded Faculty/Research Staff** (1 per row) | **Roles of the Leadership Team & Funded Faculty/Research Staff** (1 per row) | **Departmental Affiliation of Leadership Team and Funded Faculty/Research Staff** (1 per row) | **Expertise Most Relevant to the Proposal** | **Institutional Affiliations of Leadership Team and Funded Faculty/Research Staff (1 per row)** |
|  Jane Doe | Center Director |  Civil Engineering | Structures |  University of X, (HBCU) |
|  John K. Smith |  Deputy Center Director |  Electrical Engineering | Microwave |  Best University |
|  Clark Kent | Thrust Leader |  Mechanical Engineering | Fluid Power |  Super M University |
|   |   |   |  |   |
|  Etc. |   |   |  |   |

**Part III: Innovation Ecosystem Participants- Firms and Practitioner Organizations Committed to Membership in the ERC Plus Non-Member Innovation Partners that Stimulate Entrepreneurship**

|  |  |
| --- | --- |
| **Names & Locations of Firms or Practitioner Organizations Committed to Membership (local governments, hospitals, etc.)** (1 per row and list only committed) | **Innovation Partner Organization(s)** (Academic, state or local government, or other organizations devoted to stimulating entrepreneurship and innovation) (1 per row) |
|  XYZ, Inc. |  Entrepreneurial Development Fund, State of X |
|  Department of Earthquake Preparedness, State of X |  State X Innovation Center |
|  Wayne Industries |   |
|   |   |