



August 24, 2012

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 12-9

TO: Vice Presidents
Chancellors
State Director for Career & Technical Education

SUBJECT: **NEW PROCEDURES A5.504 – PROCEDURES FOR DISCLOSING AND ADDRESSING CONFLICTS OF INTEREST AND COMMITMENT**

I hereby promulgate the attached new procedures A5.504 entitled "Procedures for Disclosing and Addressing Conflicts of Interest and Commitment." The procedures set forth in A5.504 provide definitions, revised review criteria, and the process for reviewing and managing conflicts of interest disclosures made by University employees. These procedures are designed to be used in conjunction with Executive Policy E5.214 entitled "Conflicts of Interest and Commitment."

Please contact Ching Yuan Hu, Ph.D., Interim Assistant Vice Chancellor for Research and Graduate Education, if you have any questions regarding these procedures (956-9585; chinghu@hawaii.edu).

A handwritten signature in cursive script that reads "M.R.C. Greenwood".

M.R.C. Greenwood
President

Attachment

c: Executive Administrator & Secretary of the Board of Regents