

## WORKFLOW EXPLANATION

This document accompanies the Consulting with Industry\* Flowchart. Please refer to the Flowchart for additional guidance.

1. **Opportunity for Consulting Arises.** Faculty member/consultant is contacted by Industry, or a company representing Industry, to perform consulting services.
2. **Reference Materials.** These materials include acceptable language and parameters to guide the faculty member/consultant in working with Industry to revise agreements to be compliant with UPMC and PITT policies. <http://www.coi.pitt.edu/IndustryRelationships/>
3. **Draft Agreement Received.** The faculty member/consultant will use the reference materials to ensure that the Company's draft agreement is in compliance with UPMC and PITT policies. If it is not, the faculty member/consultant should use the reference material to work with the Company to make the needed changes, explaining that the agreement cannot move forward until it is compliant. When the agreement appears to be compliant, it should be passed on to the administrator/chair of the department for review.
4. **Administrative Review.** The Division Chief, Department Chair, and/or Dean will evaluate 1) whether the faculty member/consultant is able to make the time commitment required to perform the proposed activity while fulfilling his/her primary obligations to UPMC/PITT, and 2) whether the scope of work describes an appropriate consulting activity. After the administrator's prospective approval of the relationship, the faculty member/consultant should forward the agreement to the COI compliance analyst, copying the department administrator.
5. **Substantive Review.** The COI compliance analyst will perform a review of the agreement to ensure compliance with the relevant UPMC and PITT policies. If revisions are needed they will be sent via email to the faculty member/consultant, copying the department administrator. The faculty member/consultant should work with Industry to make the required revisions to the agreement. If there are questions regarding the revisions, the COI compliance analyst can assist.
6. **Conflict Management Plan.** If required, a conflict management plan will be put into place. A conflict management plan developed by the University's COI Office and approval from Dr. Levine are required if any of the following conditions are present:
  - total compensation under the agreement exceeds \$10,000 during any 12 month period;
  - stock options or stock in a **private** company are offered as compensation;
  - stock/stock options in a **public** company that exceed 5% ownership interest in the company or \$10,000 in value are offered as compensation;
  - or other scenarios that may require management of potential conflicts of interest.
7. **Final Approval.** Once the agreement has been approved by the COI compliance analyst, the faculty member/consultant should seek final approval from his/her administrator/chair (and Dr. Levine, if applicable).
8. **Final Steps.** The faculty member/consultant is now free to consummate the agreement. S/he should update her/his COI disclosures (UPMC and PITT, as applicable) and send the final, executed agreement (clearly marked as such) to the department administrator and the COI compliance analyst.

\* "Industry" means drug, device, or medical supply company as defined in the [Industry Relationship Policy](#).