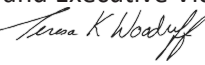



# MICHIGAN STATE UNIVERSITY

## MEMORANDUM

**To:** Emily Bouck, Katie Cook, Anne DiSante, Brent Donnellan, Laura Johnston, Suzanne Lang, Laura McCabe, Evonne Pedawi, Twila Reighley, Kristy Smith, Nathan Stuart, Neera Tewari-Singh, Thomas Voice, Kara Yermak

**From:** Teresa K. Woodruff, Ph.D., Provost and Executive Vice President for Academic Affairs, MSU Foundation Professor   
Douglas A. Gage, Ph.D., Vice President for Research and Innovation 

**Date:** March 31, 2022

**Re:** Workgroup on aligning MSU policies and practices related to outside interests and professional activities with federal requirements

The Provost's *Working Group on Best Practices for Risk Management Involving Faculty Activities* is preparing to provide recommendations on how MSU policies, procedures and practices regarding oversight of faculty activities could be improved and more closely aligned with the MSU business environment, especially in the human resources arena. The goals are to clarify expectations, simplify processes and improve compliance in order to intentionally balance academic freedom and faculty responsibilities in a manner that best manages risk to the institution and its employees. The federal government has also issued increasing requirements in this area.

The Provost and the Vice President for Research and Innovation would like to charge a workgroup to ensure MSU is appropriately bringing together the federal requirements related to Conflict of Commitment and Conflict of Interest, and the related disclosures, with MSU's Financial Conflict of Interest, Outside Work for Pay and Dual Appointment policies. The group will further explore the Faculty Activities Working Group's recommendations when they are released, as they are expected to overlap with federal expectations around Conflict of Commitment and Conflict of Interest. We would like this new work group, *Aligning MSU Outside Activities Policies with Federal Disclosure and Related Requirements (APFDR)*, to assemble soon to pursue next steps. It is anticipated that the APFDR Workgroup will review the requirements, obtain input from a representative group of individuals outside the workgroup, and recommend policies and/or practices or strategies that will align with federal requirements. Any recommended draft policy revisions should be shared with us and then after our review and input, shared with faculty governance. We would like the APFDR Workgroup to include the representatives from the following areas:

- Faculty and Academic Staff Affairs (formerly AHR), Suzanne Lang, Associate Provost and Associate Vice President for Faculty and Academic Staff Affairs and Director Kara Yermak
- Contract and Grant Administration (CGA), Director Evonne Pedawi or Asst. Director Kristy Smith



Office of  
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Workgroup on aligning MSU policies and practices  
related to outside interests and professional  
activities with federal requirements

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- Council of Research Deans (CORD) representative, Emily Bouck, Interim Assoc. Dean for Research, Education
- Associate Dean for Faculty Affairs representative, Thomas Voice, Sr. Associate Dean, Engineering
- Department Chair, Brent Donnellan, Psychology
- Faculty representative Neera Tewari-Singh, Pharmacology & Toxicology
- Faculty Conflict of Interest (FCOI) Officer (Currently transitioning and will be added)
- MSU Technologies (MSUT), Interim Executive Director Anne DiSante
- Office of General Counsel (OGC), Nathan Stuart
- Office of Research Regulatory Support (formerly ORA) AVP Laura McCabe
- Office of Sponsored Programs (OSP), Director, Katie Cook or Asst. Director, Laura Johnston
- Sponsored Programs Administration (SPA) AVP Twila Reighley

The committee will be co-chaired by AVPs Suzanne Lang, Laura McCabe and Twila Reighley. Shannon Kemp and Erin Schlicher will staff the committee, with Shannon taking the lead in the overlap with MSU policies, and Erin taking the lead with the overlap with federal policies.

Thank you for your support as MSU pursues a thoughtful approach to align our policies, mitigate risk, and improve our compliance. Please let [Shannon](#) or [Erin](#) know if you have questions or want to discuss your availability to serve. Erin will work with staffing support to get the first meeting scheduled.

Cc: Shannon Kemp  
Erin Schlicher