



UGA Policy 3.4.1- Employment of Relatives

The basic criteria for the appointment and promotion of UGA employees shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by a family member or marriage shall constitute neither an advantage nor a disadvantage. The UGA Employment of Relatives Policy states:

No individual shall be employed in a department or unit that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management.

Relatives "are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing."

This Policy applies to research collaborations where there is a familial relationship between an Employee, *e.g.*, Senior/Key Personnel, co-PI, researcher, *etc.*, and the PI or co-PI, even if the related individuals do not otherwise fall within the same line of authority outside of the proposed project.

Compensation for individuals with a familial relationship with the PI or Co-PI cannot be allocated to the sponsored funding except under the following circumstances:

- a. The Associate Dean for Research and the Department Head/School Chair/Unit Director, prior to proposal submission, review and agree that the related individual
 - i. Possesses the requisite skills, experience, and education to fulfill the role, and
 - ii. The proposed compensation is equivalent to that paid to other, similarly situated individuals.
- b. In all cases the following must be in place prior to any compensation being paid to the related individual:
 - i. An approved, signed management plan, arranged through the Office of Conflicts of Interest Review and Management (COI Office), and
 - ii. If required, written disclosure of the situation to the funding agency from the Principal Investigator that outlines the justification for the hire and a copy of this management plan.

MANAGEMENT PLAN- EMPLOYMENT OF RELATIVES IN SPONSORED PROJECTS

Section I: Related Employees

Employee's Name:		Employee's Name:	
College/Department:		College/Department:	
Position Title:		Position Title:	
Direct Supervisor:		Direct Supervisor:	

Nature of familial/marital relationship: _____

Section II: Management Plan

Employees agrees to the following:

- I. During the approval process for the submission of a sponsored project proposal that implicates the Employment of Relatives Policy, the related individuals must indicate "Yes" to the familial relationship question in the Investigator Certifications.
- II. If required by the sponsor at proposal submission, the PI will include a written statement in the proposal disclosing the relationship and how the conflict of interest is managed.
- III. If the PI seeks to add any related individual to a sponsored project that has already been awarded, then the PI must disclose the relationship to the COI Office for review before the related individual may begin work on the project.
- IV. Disclose in writing the relationship to all co-investigators.
- V. Disclose in writing the relationship to all UGA students, post-doctoral fellows, and primary research staff whom he/she supervises, and inform these individuals that any concerns by them about conflicts of interest may be brought to the Department Head/School Chair or the COI Office. A copy of this correspondence must be submitted to the COI Office for our records.
- VI. The existence of the relationship and accompanying management plan will be fully disclosed to funding agencies, if required.

Department Head/School Chair/Unit Director agrees to (if related employees are in different Departments/Schools/Units, both DHs/SCs/UDs):

- I. Review the project proposal and the related individual's qualifications, knowledge, skills, and abilities to confirm that his/her inclusion as project personnel where Dr. PI is the Principal Investigator is appropriate.

MANAGEMENT PLAN- EMPLOYMENT OF RELATIVES IN SPONSORED PROJECTS

- II. Exercise reasonable oversight to ensure that reimbursement/compensation to the related individual on any projects where Dr. PI is the Principal Investigator is appropriate. This includes, but is not limited to, salary, time and effort, certifications, travel, or other sponsor related expenditures on funded research.
- III. Review this Management Plan with Dr. PI at least on an annual basis to review the progress and determine, in consultation with the COI Office, what, if any, changes may need to be made to this plan.

Associate Dean for Research agrees to (if related employees are in different Colleges, both ADRs):

- I. Review the project proposal and the related individual’s qualifications, knowledge, skills, and abilities to confirm that his/her inclusion as sponsored project personnel where Dr. PI is the Principal Investigator is appropriate.

Gene Pope, JD, MPH
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Acknowledgment

I accept and agree to the terms of this management plan.

Employee: _____
Signature _____
Date

Employee: _____
Signature _____
Date

Approvals

Approved by: _____
Associate Dean for Research

Signature _____
Date

Approved by: _____
Supervisor, e.g., Chair, Department Head, or Director

MANAGEMENT PLAN- EMPLOYMENT OF RELATIVES IN SPONSORED PROJECTS

Signature

Date

DRAFT