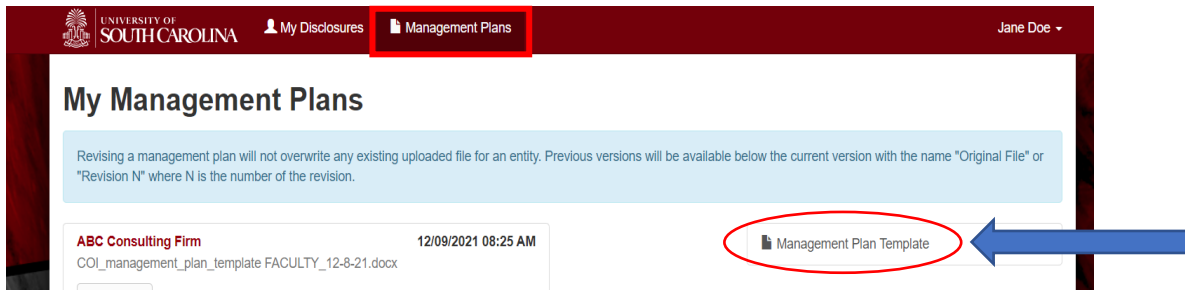
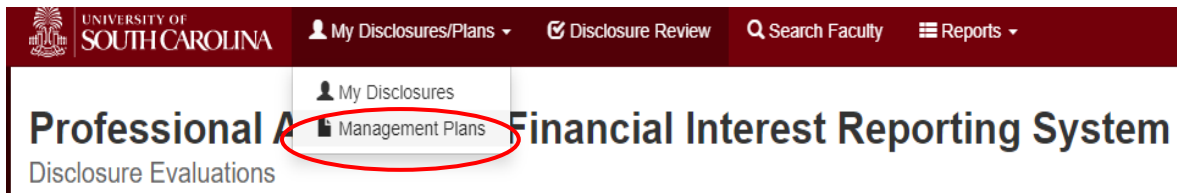


Tip Sheet: Developing a Management Plan (Faculty)

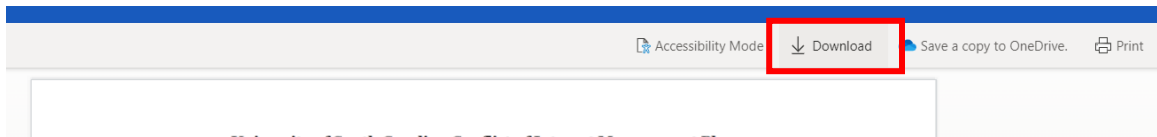
1) Access the management plan template from the “Management Plans” tab in the [AIR System](#)



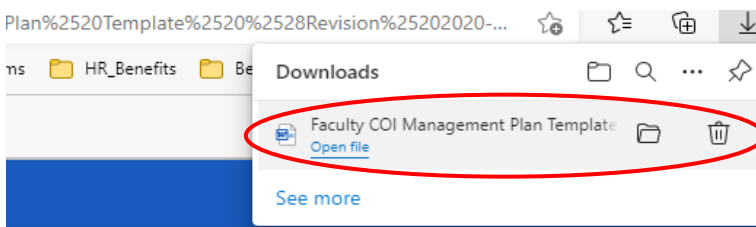
Note: If you are a **reviewer** in the AIR system and need to create your own management plan, access your Management Plans tab under the My Disclosures/Plans section.



2.) The template will either open in your web browser or automatically download. If the document opens in your web browser, download a copy by clicking the “download” option:



Open the document from your downloads folder:



Once you have the document open in Word, click **File > Save As** to save a local copy on your desktop.

Name the document “FirstNameLastName_Management Plan” (e.g. JaneDoe_Management Plan).

Reminder: Filename cannot contain commas or special characters- this will cause the file to be inaccessible for reviewers in AIR.

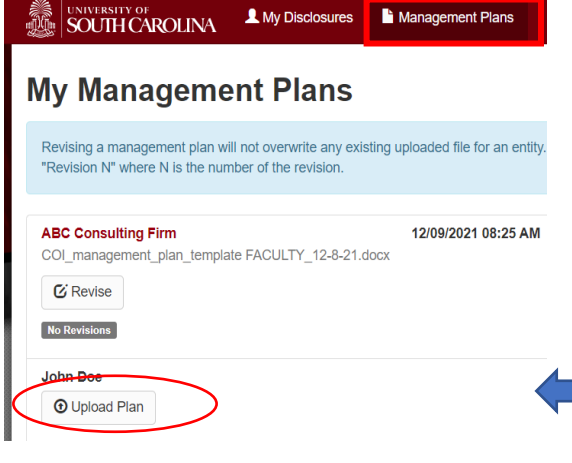
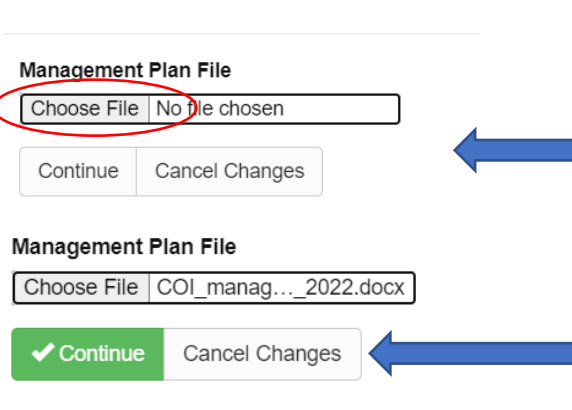
3) Complete the document by customizing the highlighted sections. Provide context on the nature of the outside financial interest/relationship, along with enough details for reviewers to understand how the interest overlaps (or could be perceived as overlapping) with your university duties.

Example:

<p><i>Screenshot from top section of template:</i></p> <p>As you have a financial interest, activity, or relationship involving [ABC Consulting], (hereinafter referred to as "Entity"), you must be particularly careful to avoid situations that may affect (or have the appearance of affecting) your responsibilities at the University.</p> <table border="1"> <tr> <td>Faculty Member's Name: Jane Doe</td> <td>College/Department: College of Engineering and Computing</td> <td>Date: January 18, 2022</td> </tr> </table> <p>Description: I provide paid consulting services (5-7 hours/month) through ABC Consulting, a local consulting firm. This consulting work is in my area of expertise (civil engineering-- water resources) and our clients are primarily private development firms. ABC Consulting is occasionally contracted by USC to help with survey work for research and/or university development projects. In that sense, the consulting work could potentially overlap with my role at USC. However, none of the sponsored research projects I'm involved in at the university utilize ABC Consulting for survey work. And my teaching and work with students does not overlap in any way with my consulting work.</p>	Faculty Member's Name: Jane Doe	College/Department: College of Engineering and Computing	Date: January 18, 2022	<p>Enter the specific entity/relationship ←</p> <p>Enter your name, college/dept., and date</p> <p>Enter enough context to describe the outside activity or interest and how it overlaps (or appears to overlap) with your university duties. ←</p>
Faculty Member's Name: Jane Doe	College/Department: College of Engineering and Computing	Date: January 18, 2022		
<p><i>As you complete the template, sections labeled "include if applicable" may be removed if they do not relate to your situation (e.g., the Human Subjects section in this example):</i></p> <p>7. Human Subjects <i>(include if applicable)</i></p> <p>a) I will not be directly involved in the recruitment of human subjects, nor will I oversee the informed consent process.</p> <p>b) I may refer potential subjects to an independent third party for study information and possible enrollment.</p>				
<p><i>Screenshot from bottom of the template:</i></p> <p>10. Additional Conditions <i>(if applicable)</i></p> <p>This section should be customized and include the details of additional conditions (e.g., name of independent monitor, modifications to research plan, etc.)</p> <p>I will not be involved in any university projects or decisions related to ABC Consulting. Likewise, if ABC consulting is engaged in any contract work with USC, I will recuse myself from any involvement on those projects or discussions with ABC Consulting staff regarding their contracts with the university.</p>	<p>Enter any additional measures or safeguards that will be taken to manage the potential conflict in the "Additional Conditions" section ←</p>			

Note: As you work on your management plan, discuss the proposed actions with your department chair or dean as needed. If everyone is on the same page with the management plan before you upload the document, this will minimize the amount of back and forth in the AIR system.

4.) Upload management plan into AIR for review:

	<p>From the Management Plans tab...</p> <p>Click the "Upload Plan" button to upload your Management Plan</p>
	<p>Then click "Choose File" to select the specific Management Plan document from your desktop</p> <p>Finally, click the green "Continue" button to load the document into AIR</p>

5.) The management plan is now awaiting review by your department chair. If the management plan is returned for revision, you will receive an auto-email to login to AIR and revise the plan. If you are uploading a revised plan, the original plan(s) are viewable by clicking the "revisions" button below the uploaded plan.

The AIR approval path for faculty management plans is:

- Faculty disclosure → Department Chair → Dean

The Office of Research Compliance (ORC) also reviews plans associated with research proposals.

Resources and Support:

- AIR System (technical issues, routing problems, etc.): Debbie Kassianos, ProfAct@mailbox.sc.edu
- Management plan questions: please discuss with your department chair. If you or your department chair have additional questions, contact Mary Alexander or Frank DiSilvestro: coi@mailbox.sc.edu
- Research related questions: Lisa Johnson, lisaj@mailbox.sc.edu
- University of South Carolina COI Webpage: <http://tinyurl.com/usc-coi>