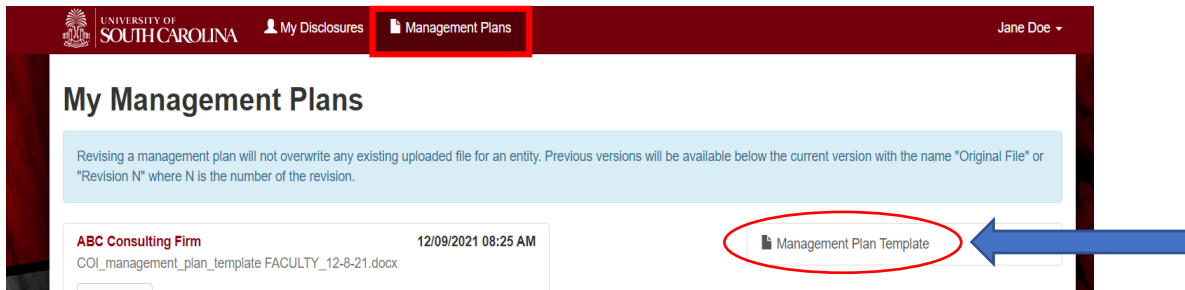
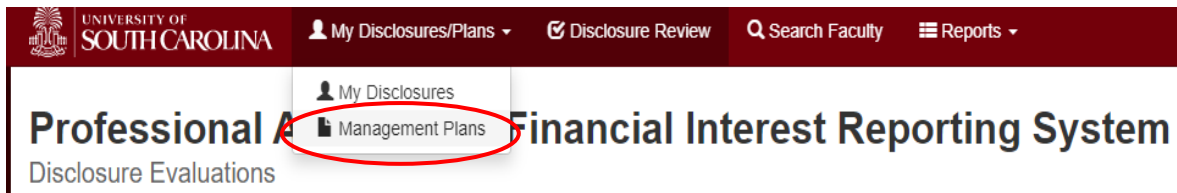


Tip Sheet: Developing a Management Plan (Staff)

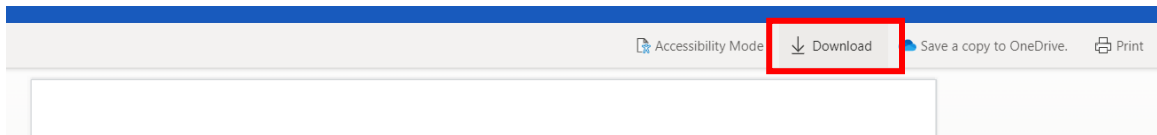
1) Access the management plan template from the “Management Plans” tab in the [AIR System](#)



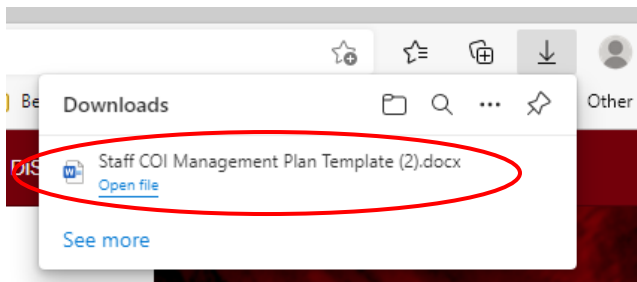
Note: If you are a **reviewer** in the AIR system and need to create your own management plan, access your Management Plans tab under the My Disclosures/Plans section.



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.


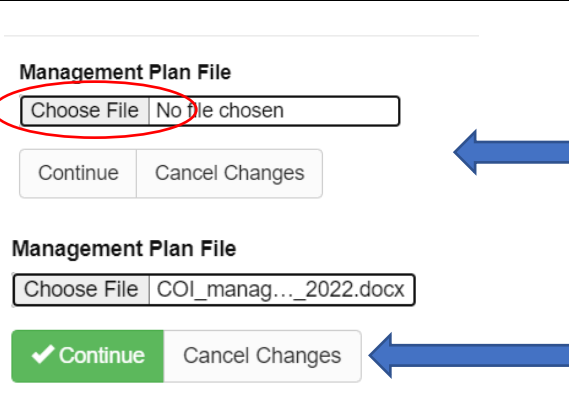
Name the document “FirstNameLastName_Management Plan” (e.g. JaneDoe_Management Plan).

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. Example:

<p><i>Screenshot from top section of template:</i></p> <p>As you maintain a relationship involving [ABC Event Services], (hereinafter referred to as "Entity"), you must be particularly careful to avoid situations that may adversely influence your commitment to the University, objectivity, or integrity.</p> <table border="1"> <tr> <td>Employee's Name:</td> <td>Department:</td> <td>Date:</td> </tr> <tr> <td>Jane Doe</td> <td>Student Services</td> <td>January 18, 2022</td> </tr> </table> <p>Description: My husband is co-owner of ABC Event Services— a company that provides logistics and planning support for large events (both in-person and virtual). University of South Carolina has occasionally engaged ABC Event Services for special events on campus. My role with student services can potentially involve event planning, but I have never utilized ABC Event services for events with Student Services.</p>	Employee's Name:	Department:	Date:	Jane Doe	Student Services	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>
Employee's Name:	Department:	Date:					
Jane Doe	Student Services	January 18, 2022					
<p><i>Select one of the three Action Plan options to manage the potential conflict of interest:</i></p> <p><input checked="" type="checkbox"/> Action Plan #2</p> <p>To remove myself from all decisions, transactions, and negotiations involving the Entity with which I have a relationship. This recusal from associated activities includes the following:</p> <ol style="list-style-type: none"> Vendor Selections, Purchases, Negotiations and Payment (Invoice) Approval I may not be involved in any way in the decisions involving the selection of vendors, purchase of items from Entity/Individual or payments to the Entity/Individual. All transactions and negotiations involving Entity/Individual will be handled by an impartial party, who is not under my supervision or control. This responsibility has been assigned to: Mary Smith, Assistant Dean for Student Services. Hiring Decisions I may not be involved in making hiring decisions involving the Entity/Individual. All hiring decisions will be handled by an impartial party, who is not under my supervision or control. This responsibility has been assigned to: Mary Smith, Assistant Dean for Student Services. <p>Comments:</p> <table border="1"> <tr> <td>I will not be involved in any University decisions related to my husband's company (ABC Event Services). If Student Services ends up working with ABC Event Services, all decisions related to the University's work with ABC Event Services will be made by Mary Smith, Assistant Dean for Student Services.</td> </tr> </table>	I will not be involved in any University decisions related to my husband's company (ABC Event Services). If Student Services ends up working with ABC Event Services, all decisions related to the University's work with ABC Event Services will be made by Mary Smith, Assistant Dean for Student Services.	<p>Enter the requested information and provide any additional details in the "Comments" box to describe how the potential conflict will be managed.</p> 					
I will not be involved in any University decisions related to my husband's company (ABC Event Services). If Student Services ends up working with ABC Event Services, all decisions related to the University's work with ABC Event Services will be made by Mary Smith, Assistant Dean for Student Services.							
<p><i>Enter supervisor:</i></p> <p>Annual Review Requirement:</p> <p>I must meet annually with my supervisor or his/her designee, to review information related to my relationship with Entity/Individual, its influence on my University activities, and compliance with the terms of this management plan. My supervisor or designee is [John Wilson, Student Services Manager].</p>	<p>Talk with your supervisor as you are developing the management plan. They will meet with you annually to confirm the plan is being followed.</p>						

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 designated COI reviewer. 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 staff management plans is:

- Staff disclosure → Unit Approver → Dean/VP → HR Official

Office of Research Compliance also reviews management 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 supervisor and unit approver. If you have additional questions contact Melissa Arnold, disclose@mailbox.sc.edu
- Research related questions: Lisa Johnson, lisaj@mailbox.sc.edu
- University of South Carolina COI Webpage: <http://tinyurl.com/usc-coi>