

Editorial Conflict of Interest (COI) Disclosure

Use this form to disclose any interests that could reasonably be perceived to influence your editorial judgment. Complete annually and update whenever circumstances change. For manuscript-specific handling, complete Sections A-D for each paper in which conflict exists and/or is perceived.

Profile

Name: _____

Role (Editor/Reviewer): _____

Affiliation: _____

Date: ____/____/____

Instructions:

- Time frame:
 - Disclose relationships and activities within the past 36 months and any known, committed future relationships.
- Scope:
 - Include interests held by you, your spouse/partner, and dependent household members.
- Materiality:
 - Report both paid and unpaid roles. If monetary, indicate the payment range.
- Relevance:
 - Disclose interests related to the subject area of the journal or specific manuscript.
- Management:
 - When in doubt, disclose. The Managing Editor will determine recusal or disclosure statements.

Section A: Manuscript-Specific

Manuscript ID/Title: _____

Decision Role (AE/Reviewer/Editor): _____

Date of Assignment: ____ / ____ / ____

If multiple manuscripts are handled, duplicate Sections A-D per manuscript.

Section B: Financial Interests (past 36 months)

Check all that apply and provide details.

- ☐ Employment/leadership with a commercial entity
- ☐ Consulting/advisory/speaking/honoraria/expert testimony/paid writing
- ☐ Equity/stock options (exclude diversified mutual funds/ETFs)
- ☐ Intellectual property (patents planned/pending/issued), royalties, licensing income
- ☐ Grants/contracts (industry/foundation/government) supporting you/your lab/unit (PI/Co-I)
- ☐ Travel, accommodation, or in-kind support paid by a commercial or advocacy entity

DETAILS (if any box checked):

Entity/Sponsor: _____

Relationship/Activity: _____

Dates: _____

Personal vs. Institutional: _____

Amount Range (USD): ☐ None ☐ <\$5k ☐ \$5–25k ☐ \$25–100k ☐ >\$100k

Relevance to manuscript/scope: _____

Section C: Non-Financial & Professional Relationships

- ☐ Recent co-authorship/collaboration with an author (≤ 36 months)
- ☐ Mentor/mentee, supervisor/supervisee, or close departmental colleague with an author
- ☐ Same institution as an author (incl. adjunct/visiting)
- ☐ Direct competitor for grants/positions/IP central to the manuscript
- ☐ Editorial role at a competing journal on the same topic
- ☐ Public advocacy/strongly held public positions on topic
- ☐ Personal relationship (family/partner/close friend) with an author or sponsor
- ☐ Ongoing litigation/investigation/compliance action related to topic/entities
- ☐ Social media/public statements that could be perceived as prejudicial
- ☐ Other non-financial interests that may affect impartiality

DETAILS (if any box checked):

Parties/Individuals: _____

Nature of Relationship: _____

Dates/Recency: _____

Relevance/Comments: _____

Section D: Intellectual Property (detail)

Patent/Software: _____

Status (planned/pending/issued): _____

Assignee/Owner: _____

Royalty/License? _____

Relation to manuscript/scope: _____

Section E: Recusal & Management Plan

Proposed action (select and describe):

- ☐ Full recusal (transfer to another editor)
- ☐ Review allowed with disclosure to editors/authors
- ☐ Administrative steps only; decisions by another editor
- ☐ Add an additional independent reviewer/editor

Notes:

Section F: Attestation

I attest that the above information is complete and accurate and that I will update this disclosure if circumstances change. I understand that relevant conflicts may be disclosed publicly with published articles and that the journal will retain this record for compliance.

Signature: _____

Printed Name: _____

Date: ____/____/____

Definitions & Examples

- Relevant:
 - Could reasonably be perceived to affect your judgment within INNOVAPATH's scope.
- Institutional vs. Personal:
 - Institutional support flows through your employer; personal support is paid directly to you.
- Collaboration:
 - Grant co-investigator, shared dataset, or co-authored paper within 36 months.
- Competing interest:
 - Financial, academic, or personal stake in outcomes (e.g., rival lab/company, public advocacy, etc.).