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| mcgcrmy | COI Template Letter for Students and TraineesModify/delete optional/bold/italic areas as required |

DATE

Dear \_\_\_\_\_,

I am writing to advise you about a conflict of interest, which I must declare and manage in accordance with McGill regulations.

The situation that gives rise to this conflict is the following:

[Describe the facts relevant to your interest or your related party’s interest and its connection to the work your students/trainees are conducting under your supervision].

This situation may affect your interests because [set out how the situation may compromise, benefit, and/or influence the student/trainee’s research and/or its dissemination].

As a supervisor, I am obliged to ensure that I am guided by the best interests of my students and trainees. As such, I am committed to ensuring that my teaching and supervision activities are driven by my responsibilities to students and trainees rather than my own personal or financial interests.

The measures that have been put in place to mitigate this conflict and to protect your interests include [describe COI mitigation plan here].

If you have any questions in relation to the foregoing, please do not hesitate to be in touch with me.

You may also speak, at any time and in confidence, with the Graduate Program Director, Professor \_\_\_ or Chair of the Department, \_\_\_ both of whom are copied on this letter.

Sincerely,

Professor \_\_\_\_

Cc: Dean, Graduate and Postdoctoral Studies

Associate Dean (Graduate Studies), Faculty of \_\_\_\_

Chair, Department of \_\_\_\_\_

Graduate Program Director, Department of \_\_\_\_\_\_