Exhibit 4

**Institutional Policy Template**

**Regarding Conflict of Interest**

**Disclosure Review Committee**

**[Name of TBR Institution] Policy Regarding Conflict of Interest**

**Disclosure Review Committee**

**1.0 Establishment of a Conflict of Interest Disclosure Review Committee**

A Committee shall be formed from Institution faculty and staff, pursuant to TBR Policy

1:02:03:10. The general responsibilities of this Committee are defined in TBR Policy

1:02:03:10. Additional details associated with the Committee are defined herein.

**2.0 Number of Members**

The Committee shall consist of three members, with at least one member selected from the faculty and at least one member selected from administrative or support staff personnel.

**3.0 Selection of Members**

Members of the Committee shall be selected by the Institution President or Director.

**4.0 Duration of Membership**

Members of the Committee shall serve two year terms. Members may serve multiple, consecutive terms.

**5.0 Meetings**

The Advisory Committee shall meet as frequently as necessary to conduct its business, but no less than once per semester.

**6.0 Duties**

As described in TBR Policy 1:02:03:10, the committee shall evaluate conflict of interest disclosures and make determinations regarding what actions may be required to manage, reduce or eliminate conflicts of interest.