

[Letterhead]

[Date]

To All Personnel in the Laboratory of [PI Name],

This letter is to inform you that I am [List position in company] of a company called [Name of Company], devoted to research in the areas of [Add text explaining the purpose of the company, your involvement with it, and any connections to the lab.]. My relationship does not carry with it any restrictions on publication, and any associated intellectual property will be disclosed and processed according to UW-Madison policy.

The purpose of this letter is to inform you of this potential conflict of interest, and, if you feel that at any time your academic pursuits and freedoms are compromised by this relationship, that you may contact [Provide contact information for the appropriate dean or director's designee listed in your Management Plan.] or the Conflict of Interest Committee via email at coiprogram@research.wisc.edu or via phone at 890-4460 or 890-4603.

Sincerely yours,

[Signature]

List of Notification Letter Recipients

Please list the name(s) of the recipients of your letter below (please include first and last names):