CONFIDENTIAL

DATE

METHOD ***Via Email***

TO Garnett Stokes, Ph.D., UNM President ( [president@unm.edu](mailto:president@unm.edu) )

CC: James P. Holloway, Ph.D., Provost & EVP for Academic Affairs at UNM ([provost@umn.edu](mailto:provost@umn.edu))

Ellen Fisher, Ph.D., Vice President for Research at UNM ([vpr@unm.edu](mailto:vpr@unm.edu) )

Irene Salinas, Ph.D., Chair, UNM COI-D Committee ( isalinas@unm.edu )

Linnea K. Ista, Ph,D. Director, UNM Conflict of Interest Program, (lkista@unm.edu)

Ari Vazquez, J.D., Deputy University Counsel ( [AriVazquez@salud.unm.edu](mailto:AriVazquez@salud.unm.edu) )

RE: Request for President’s Approval of Conflict of Interest Waiver under UNM Faculty Handbook Policy E80 and UNM policy UAP 3720

***Elements of this cover memo or a cover letter:***

* *Reiterate the nature of the request; refer to the description of the arrangement in your memo/letter which was sent to:* 
  + Chair (or Manager) of your UNM Department
  + Dean (or Director) of your UNM Department
* *Be explicit about the fact that you are requesting a waiver from the President under both* [*Faculty Handbook Policy E80*](https://handbook.unm.edu/e80/) *“Conflict of Interest Waiver Policy for Technology Transfer” and* [*UAP 3720*](https://policy.unm.edu/university-policies/3000/3720.html) *"Employee Code of Conduct and Conflicts of Interest".*
* *State you are including written recommendations obtained pursuant to Section 5.1 of UNM policy* [*UAP 3720*](https://policy.unm.edu/university-policies/3000/3720.html) *"Employee Code of Conduct and Conflicts of Interest".*
* *Briefly explain any* [*UAP 3720*](https://policy.unm.edu/university-policies/3000/3720.html) *supporting documentation being provided and its purpose.*
* *Remember to ask that the President’s decision be communicated to you in writing.*

[ *MARK cover email “confidential” and “time sensitive”.*  *INCLUDE written recommendations you received.* ]

Please do not hesitate to contact me at [ REQUESTER’S PHONE NO. AND EMAIL ] if I may provide any additional information concerning this request.

Respectfully submitted,

[REQUESTER’S SIGNATURE]

[REQUESTER’S NAME]

[REQUESTER’S TITLE]