

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Megan Marszalek
Title or Position:	Program Director of Entrepreneurial Ecosystems
Agency/Department:	Massachusetts Technology Collaborative – The Innovation Institute
Agency address:	75 North Drive Westborough, MA 01581
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	In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person. I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	The Innovation Institute has decided to award a \$200,000 grant to The Venture Forum from its entrepreneur mentorship fund. The award is one of four awards made through a competitive solicitation known as the "Strong Entrepreneur Ecosystem" initiative to support development and growth of startup communities in regions across the Commonwealth. I am the manager of the mentorship program and also serve as board member of The Venture Forum. This disclosure acknowledges the appearance of a conflict of interest and the actions the Innovation Institute will take to protect against undue influence in the management of this grant to Venture Forum.
What responsibility do you have for taking action or making a decision?	Typically, in my position I would review requests for reimbursement from grantees. In the instance of Venture Forum, all reimbursement requests or invoices for payment will be directly sent by Venture Forum to James Byrnes, Director of Programs and Operations in the Innovation Institute. James will review requests, interface with the grantee to ensure proper backup and documentation is included with invoices, and send invoice documents to finance for review, approval, and payment. I am also responsible for reviewing all deliverables required pursuant to the contract with Venture Forum to ensure compliance with reporting requirements. I interface regularly with our grantees, including Venture Forum, under the Strong Entrepreneur Ecosystem initiative to confirm that ongoing projects align with the goals of the program.
Explain your relationship or affiliation to the person or organization.	I have served on Venture Forum's Board of Directors since June 2021. My involvement with the organization is on a 100% volunteer basis. I have made no financial investment in the organization and receive no compensation from the organization.

How do your official actions or decision matter to the person or organization?	My decisions would impact which expenses are sent to finance for review. I am not the final decision maker on whether any invoices are paid for any of the grants under my management. If finance has a question about a reimbursement request, they turn to the manager for clarification. Typically, I would provide clarification. In the case of Venture Forum, James Byrnes will be responsible for interfacing with MassTech's finance department and the grantee. I am responsible for determining whether a deliverable meets the contract requirements, which may require that the Venture Forum provide revisions to reports or additional information be submitted to MassTech.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	While I feel that I can perform my official duties objectively and fairly, to minimize the appearance of improper influence, I recuse myself from oversight responsibilities related to processing reimbursement requests from the Venture Forum.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <u> X </u> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Megan Muszalek</i>
Date:	4/7/23

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.