MEMORANDUM

Date: March 21, 2011
To: University Community
From: Jaffus Hardrick, Ed.D.
      Vice President for Human Resources

Subject: Outside Activity/Conflict of Interest Electronic Reporting System

We are pleased to announce another important achievement in our efforts to provide Worlds Ahead service and a more sustainable university environment - the launch of our Outside Activity/Conflict of Interest (OA/COI) Electronic Reporting System.

Through this system, outside activity/conflict of interest reporting for all benefits eligible employees is being automated. In addition to going paperless, the system makes reporting easier and is more user-friendly. Additionally, it gives us a mechanism to standardize reporting periods and to provide electronic notifications about the reporting requirement, making it easier for our staff and faculty to remember these reporting obligations and to report in a timely manner.

Below are some basic questions and answers that we believe will assist you in understanding this reporting requirement.

Why are disclosures required?

To meet requirements of state and federal law and to otherwise ensure conflicts of interests are appropriately addressed by the university. By reporting your outside activities that could constitute a conflict, you help to ensure that our academic, research and administrative affairs are conducted with utmost integrity and in compliance with all legal requirements.

Who is required to report using the Electronic Reporting System?

All benefits eligible faculty and staff will use this system for disclosure of outside activities and conflicts of interest including those outside activities related to research.
Any adjunct faculty member, temporary staff member, or student who is participating in university research and whose university role permits him/her to control or assign to others the use of university facilities and resources, is required to disclose conflicts of interest and will need to do so by submitting the form located at: HR Forms Library. To review the Conflict of Interest in Research Policy, click here.

**When do you need to submit the OA/COI Report?**

All staff and out-of unit faculty are required to report annually by September 30.

In-unit faculty members are expected to report as required by the Board of Trustees (BOT) - United Faculty of Florida (UFF) Collective Bargaining Agreement. To review the CBA, please click here.

For disclosures related to research, the report must be submitted as soon as you become aware of the conflict or potential conflict. The reporting must occur prior to the research project starting or, if the research is already underway, prior to engaging in the activity in question.

**Where can you find the OA/COI Electronic Reporting System and learn more about your disclosure obligations?**

We have created the OA/COI Electronic Reporting System webpage that contains both the on-line OA/COI forms as well as training materials that explain how the portal works. In addition, you will find helpful information to better understand your disclosure obligations. You are encouraged to review this information before submitting your OA/COI form. Information about the upcoming face-to-face education and training sessions will be announced shortly.

We want to thank you in advance for your cooperation with this important requirement. Should you have questions, please contact one of the following departments for assistance: Division of Human Resources at (305) 348-2181 or Academic Affairs at (305) 348-2151. For technical support with the Reporting System, please call David Wong, Systems Coordinator, at (305) 348-4185.

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[1] Please note that adjunct faculty members must also disclose if they plan to use self-authored textbooks in their assigned classes.