

Office of Research Services

Policy 13.003

Area: Annual Conflict of Interest Disclosures

Authority: Associate Provost for Research and Dean of Graduate School

History: Placed into effect August, 2013

Responsible Office: Office of Sponsored Programs

Annual Conflict of Interest Disclosures Changes

All Faculty and EPA staff will now be able to complete their Annual Conflict of Interest Disclosures through a new on-line disclosure management system called “**AIR**” to report their Activities, Interests and Relationships. The requirement to complete Annual COI Disclosures has not changed. Annual disclosure is stipulated by University Policy and remains a condition of employment for all Faculty and EPA staff.

In consideration of the amount of extra work involved for department chairs/unit heads/college deans, the following review process has been approved by the Provost:

There will be no departmental routing for Annual Conflict of Interest Disclosures. If there is a potential COI, the COI Manager will have preliminary discussions with the Discloser and IF a COI exists, then the COI Manager will contact the Department chair/unit head/college dean as needed to establish a management plan.

The COI Manager will review all Annual Conflict of Interest Disclosures and communicate the following information via special reports to department chairs/unit heads/college deans:

- a) Names of persons who have not submitted their disclosure by the deadline, and
- b) Names of persons who have a potential conflict.

Contact: Conflict of Interest Manager, 910.962.3810, www.uncw.edu/ors/policies