



University of North Carolina Wilmington



## Research Integrity Office

### Conflicts of Interest Guidance

Questions? Email: [COI@uncw.edu](mailto:COI@uncw.edu)

## SUBMITTING ANNUAL CONFLICT OF INTEREST DISCLOSURE FORMS AND EXTERNAL PROFESSIONAL ACTIVITY FOR PAY NOTICES

*Faculty and EHRA non-faculty employees must submit Annual COI disclosure forms, even if they have nothing to disclose and even if nothing has changed since the previous report. This applies to employees who are full time, part time, permanent, temporary, on phased retirement, research active or not.*

*Notices of external professional activities for pay (EPAPs) are submitted as activities arise. They must be submitted for approval to the supervisor at least 10 days prior to engaging in the activities.*

For more information on Conflicts of Interest or Commitment and categories of potential conflicts, please see [UNCW Policy 03.230 Conflict of Interest or Commitment](#).

### **Instructions for Annual COI Form:**

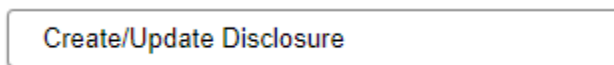
1. Use the URL below, or find the link to OSPReY from the UNCW home page by clicking on the **Research** link and clicking on the Conflict of Interest link under the **Compliance** heading.

<https://osprey.infoedglobal.com/>

2. Log in to OSPREY using your usual UNCW username and password. If you are already logged into another UNCW system, OSPREY may log you in automatically through the single sign-on function.
3. Click on **Conflict of Interest** on the left navigation panel.



4. Click on Create/Update Disclosure



5. Profile Information and Form Options

- Annual COI Form
  - ▶ The two buttons on the top row are used to either view or submit your **Annual Conflict of Interest disclosure**.
  - ▶ ***ALL faculty and EHRA non-faculty positions must complete an Annual Conflict of Interest disclosure even when there are no activities to report, when there are no changes in previously reported activities, and when a conflict management plan has already been approved for the activities.***
  - ▶ ***Activities reported on the Annual COI disclosure pertain to entities whose operations are related or potentially related to your university responsibilities.***
- EPAP
  - ▶ The button on the middle row is for **external professional activities for pay (“EPAPs”)**.
  - ▶ ***EPAPs are only submitted when you plan to receive payment from a non-UNCW entity when that entity’s operations are NOT related or potentially related to your university responsibilities.***
  - ▶ EPAPs must be submitted at least 10 days prior to engaging in an activity.
- Annual COI vs. EPAP
  - ▶ The Annual COI disclosure attempts to identify situations where your work at the university may become influenced by an external relationship or compensation. When submitted, the form is reviewed by the UNCW COI office.
  - ▶ The Notice of EPAP attempts to identify issues regarding time commitment as opposed to bias. When submitted, the form is reviewed by the person’s supervisor.

- “Project-specific” COI Form
  - ▶ The button on the third row is used only for externally funded contracts and grants.
- 6. Click on the top right button to complete your Annual COI disclosure. A disclosure form will open and your profile information will automatically populate.
- 7. If you completed a disclosure last year in the OSPREY system, your responses from last year should be intact. Please check them for accuracy. If you are unable to edit previous responses, click on **Menu** at the top of the form, and uncheck the **Lock Form** box.
- 8. We have done our best to include helpful instructions throughout the form. Please check them if you are unsure how to proceed.
- 9. Tips for Question B.1

Note that this question refers only to compensation from a non-UNCW *entity whose operations are related or potentially related to your university responsibilities.*

If you earn compensation from an entity that employs students you teach or advise, funds research you conduct, donates to your department, or otherwise has a connection to your university role and responsibilities, you should respond “Yes” here.

If you earn compensation from an entity that does not relate or potentially relate in some way to your university responsibilities, you should respond “No” here, continue completing the Annual COI form, and report the compensation on an EPAP form instead.

#### 10. Tips for Question B.2

Again, this question refers only to executive/board positions at a non-UNCW entity *engaged in an area related or potentially related to your university responsibilities.* You do not have to report roles that have no connection to what you do at UNCW.

#### 11. Tips for identifying an external entity

- ▶ If you respond “Yes” to either B.1 or B.2, an Entity section will appear where you can answer questions about the entity.
- ▶ There are many entities already in OSPREY that can be selected by beginning to type the entity name.
- ▶ If the correct entity name does not appear, begin typing “Entity Not Found” and be sure to identify the entity name in the text box that appears.

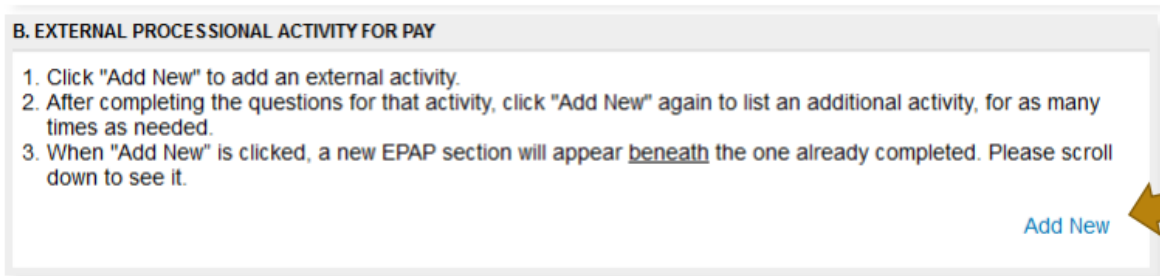
- 12. When you have responded to all questions, you may check to make sure the form is complete by clicking the **Validate** button at the top of the form. Clicking the **Click to Lock and Submit Form** button will also validate the form.

13. Please read the Certification section carefully before submitting your form.
14. You should receive a confirmation when the form is submitted.
15. Once you submit the Annual COI form, please consider if you also need to report external professional activities for pay. If so, return to the **Create/Update Disclosure** window and click **Disclose EPAP**.

### **Instructions for EPAP:**

The EPAP form is mostly self-explanatory, but here are some tips:

1. Click the pencil icon to enter your supervisor's name. In the pop-up window, enter last name, comma, first initial. There might be a slight delay before a list of possible names appears. Click the correct name and choose "Select: to exit the pop-up.
2. Click Add New to expose questions about the non-UNCW entity.



3. If you are unable to locate the entity you need, begin typing "Entity Not Found" in the organizational identification box, select Entity Not Found 1, then type the actual entity name in the pop-up text box that will appear.
4. After completing all questions for the first entity, you can add a second entity by scrolling back up to "Add New" and clicking it again. You'll find the second set of questions under the first entity section.
5. Approval for EPAPs can only be made for activities in a single fiscal year. If your activity will continue beyond June 30, you will need to submit a new EPAP in late June to obtain approval for the continuation.
6. Be sure to read the Certification section carefully before submitting your EPAP.

***THANK YOU FOR COMPLETING THESE REQUIREMENTS!***

*If you have any problems or questions, please contact RIO staff at [COI@uncw.edu](mailto:COI@uncw.edu) or 2-7774. For additional information, a link to OSPREY, and COI, please visit the [UNCW COI website](#).*