

Under [Collected Rule for Conflict of Interest, 330.015](#), University of Missouri faculty and exempt employees must annually update their outside interests. **Prior to an employee engaging in Overlapping Business Activities, Consulting, or Teaching, a disclosure MUST be filed and the chair/supervisor and dean/director must approve or disapprove and if applicable the activity must be managed.**

## STEP 1: LOGIN AND NAVIGATE TO FORM

- 1.1:** Log into eCompliance using your SSO or email address and password 📷

[eCompliance website](#)

- 1.2:** Select *Conflict of Interest* module 📷

- 1.3:** Select *Submit your COI/COC Form* 📷

**Conflict of Interest/Conflict of Commitment Disclosure Form**

The University of Missouri recognizes that external activities congruent with the professional expertise of faculty and staff consistent with the mission of the affiliated department can enrich the development of the employee and enrich the academic experiences of students. However, the primary professional allegiance of the employee must be, both in fact and in perception, to the primary commitment of the employee's time and intellectual energies must be devoted to the education, research/scholarship, administration, and outreach programs of the University. Activities are encouraged, the integrity of the institution and of the research conducted by individual faculty, staff and students depends on a high degree of transparency and appropriateness with outside entities.

This Disclosure Form is utilized for a number of purposes including but not limited to:

- Management of Outside Activities (Conflicts of Interest)
- Review and Approval of Conflicts of Commitment
- Review and Approval of Outside Teaching Activity
- Review and Approval of Consulting Activity
- Overlapping Business Activities

In accordance with the [Collected Rule 330.015](#), **BEFORE** an Employee enters into the following activities a disclosure MUST be filed and the chairperson/supervisor and Dean/director must approve or disapprove and if applicable such activity must be Managed.

- Overlapping Business Activities
- Outside Teaching
- Consulting

**Submit your COI/COC Form**

## 1.4 Read the Reporting tips Select Continue

### Begin Conflict of Interest/Conflict of Commitment Disclosure Form

Tips for reporting for the first time:

- Answer questions as thoroughly as possible. A lack of information may result in the COI Office contacting you for further information.
- "Add an Outside Entity" must be selected for each outside entity.
- Activities done outside of the University which are part of your University appointed responsibilities do not need to be reported.
- Service on a federal granting agency study sections (e.g. NIH) does not need to be reported.
- All faculty and exempt staff (i.e. paid monthly) are required to report at least once a year. If there are changes to your outside interests, you must report them.
- After you report for the first time, the information provided will automatically populate to all subsequent forms.


Tips for updating a previously submitted form:

- eCompliance will populate a new form based on the information previously submitted. Please review the previously entered information.
- If you have new entities to report, click "Add an Outside Entity" in the Outside Entity section.
- To remove an entity, select the drop down arrow and click "Remove" in the Outside Entity section.
- Please note the form questions may have changed since you last reported. There may be additional questions that you are required to answer.

Continue


## STEP 2: COMPLETE FORM AND SUBMIT

**2.1:** Answer the questions included in the Employee Information and Outside Interests Section. If you answer yes to any of the questions in the Outside Interests section, additional sections will populate allowing you to report any outside interests such as ownership/equity interest in a company, positions on advisory boards, consulting activities, etc.

**2.2/A:** If you have no outside interests (based on your responses), you will be led to the submission page > read text and select box  > Submit

Your Form submission is complete.

### Your Name Appears Here

 I attest to the following:


- I have read and understand the [Collected Rule 330.015](#).
- I understand I must have approval from my chairperson/supervisor and my department chairperson/Teaching.
- I will update the disclosure as changes occur.
- The information provided in this form is complete and accurate to the best of my knowledge.

Submit

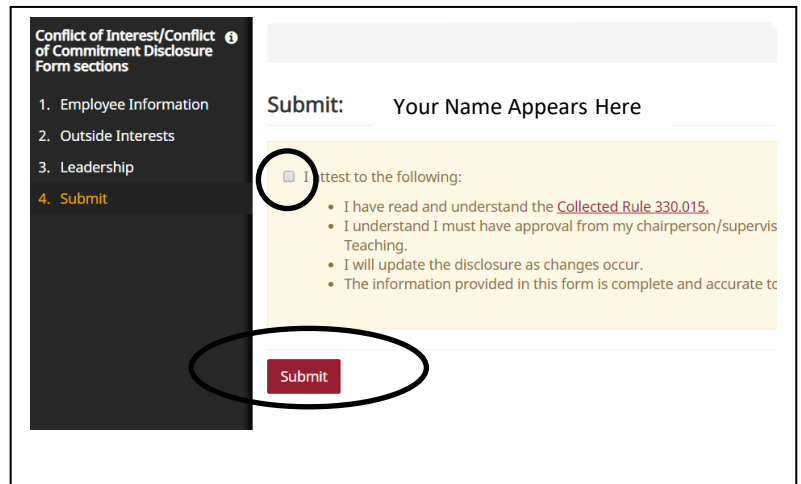
**2.2/B:** If you have any outside interests (based on your responses), you will be led to  
*Section 3: Outside Entities* 📷

Select *Add an Outside Entity* 📷 and answer queries for each interest

**2.3:** When finished adding Outside Entities, you will be led to *Section 4: Leadership* 📷  
 Type the name of your immediate Supervisor/Dept. Chair and the name of your Dean/Director.

**2.4:** When finished adding Leadership, you will be led to *the submission page, read text and select box*  > *Submit*

Your Form submission is complete.



Conflict of Interest/Conflict of Commitment Disclosure Form sections

1. Employee Information
2. Outside Interests
3. Leadership
4. Submit

Submit: Your Name Appears Here

☐ I attest to the following:

- I have read and understand the [Collected Rule 330.015](#).
- I understand I must have approval from my chairperson/supervisor Teaching.
- I will update the disclosure as changes occur.
- The information provided in this form is complete and accurate to

Submit