New Electronic Conflict of Commitment Form

Date:
August 1, 2017

The Conflict of Interest Program is pleased to announce the launch of the new electronic Conflict of Commitment form. The form can be accessed at the following link by logging in with your NetID: https://uavpr.arizona.edu/COC [1].

Importantly, the new form does not change the University’s approach with respect to conflicts of commitment, which remain reflected in the Conflict of Commitment Policy [2]. As a reminder, all full-time (0.5 FTE+) appointed personnel are required to obtain University approval prior to entering into most external professional commitments or outside employment. Some limited exceptions apply, such as those commitments that are (a) required as a condition of your employment or tenure eligibility, (b) are a part of your duties on behalf the University, or (c) are encouraged by the University as part of your academic or professional development (such as professional societies, committee memberships, journal editorships, service to the discipline, service to the University, routine scholarly collaboration, etc.). More detail is provided in the University’s Conflict of Commitment Policy [2]. If in doubt as to whether approval is necessary, you are nonetheless encouraged to use the new Conflict of Commitment form to apprise your department or unit of the outside activity.

Approval of an outside activity typically lasts one year and it is the submitter’s responsibility to seek renewal. If you have an expired Conflict of Commitment approval, please use the new electronic system [1] to seek renewed approval as soon as possible.

While the new form is user-friendly, the Conflict of Interest Program will be providing the following campus info sessions over the next two weeks to walk through the form and answer any questions:

- Thursday, August 3, 12pm to 1pm, location: Online at http://bit.ly/2ucam7r [3](please select ?UANetID? and login with your NetID)
- Tuesday, August 8th, 11am to 12pm, location: ENR2, Room S210
- Wednesday, August 9th, 11am to 12pm, location: BIOS, Keating Room 103
- Thursday, August 10th, 10:30am to 11:30am, location: Student Union, Santa Rita Room

Please attend and ask any questions you may have. In addition, a user guide is available on the Conflict of Interest Program’s website [5].

For further guidance on what types of activities require approval and the scope of the approval, please contact your supervisor or department head. If you have any technical questions about the new system, please reach out to the Conflict of Interest Program at coi@email.arizona.edu [6].