UMSL Conflict of Interest Office website

STEP 1: LOGIN AND NAVIGATE TO FORM

1.1: Log into eCompliance using your SSO or email address and password 🛍

1.2: Select *Conflict of Interest* module

Ö

eCompliance website



All modules Ŷ Conflict of Interest Lobbying Activities

Conflict of Interest/Conflict of Commitment Disclosure Form

The University of Missouri recognizes that external activities congruent with the professional expertise of development of the employee and enrich the academic experiences of students. However, the primary p primary commitment of the employee's time and intellectual energies must be devoted to the education activities are encouraged, the integrity of the institution and of the research conducted by individual facu with outside entities.

This Disclosure Form is utilized for a number of purpose 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 and if applicable such activity must be Managed.









STEP 2: UPDATE FORM AND SUBMIT

- **2.1:** Answer the questions included in the Employee Information and Conflicts Disclosure Section. If you answer yes to any of the questions in the Conflicts Disclosure 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.
- If you have no outside interests 2.2/A (based on your responses), you will be led to the submission page > read text and select box 🖾 > Submit Your submission is complete.
- If you have any outside interests 2.2/B: (based on your responses), you will be led to Section 3: Outside Entities 📼

Lattest to the following:
L have read and understand the Collected Pule 330 015
 I understand I must have approval from my chairperson/supervisor and dean/director/s
Teaching.
 The information provided in this form is complete and accurate to the best of my knowle

Outside Interest Disclosure Form sections	Wilson, Betty Jo: (Update) / Qutside Entities
 Employee Information Outside Interests 	Outside Entities
 Outside Entities Leadership 	Due to your answers in Part I, please complete the next section regarding the entity(s) in which you have an outside interest. If you have multiple entities to disclose, enter an additional entity. All questions should be answered considering only one entity at a time.
s. Submit	Note: If you are UPDATING a previously submitted form you will need to review the information for each entity. Click "Review" to the right of the screen. Be sure all fields are filled in or you will receive an error message when submitting. Once you have reviewed all the information for each entity listed, "Save and Continue" will appear at the bottom of your screen.
	A store Entitles
	Add an Outside Entity Native State
	E Review 🗶

- ✓ To ADD new interests, select Add an Outside Entity and answer queries for each added interest
- 2.3: When finished updating 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.

✓ To EDIT active interests, select *Review* to right of entity 🛍

✓ To REMOVE expired interests,

select Red X to right of entity 🚥

Conflict of Interest/Conflict ① of Commitment Disclosure Form sections	
1. Employee Information	Leadership
2. Outside Interests	1 Department Chair/Supervisor
3. Outside Entities	
4. Leadership	Type to begin searching. Search by 'Last name, First name'
5. Submit	2. Division Dean/Director
	Type to begin searching. Search by 'Last name, First name'
	3. For those with a Joint/Secondary Appointment: (optional)
	A. Department Chair/Supervisor
	Type to begin searching. Search by 'Last name, First name'
	B. Division Dean/Director
	Type to begin searching. Search by 'Last name, First name'
	Save & continue > Save & stay on this page



Your Form submission is complete.

Conflict of Interest/Conflict of Commitment Disclosure Form sections	
 Employee Information Outside Interests 	Submit:
3. Leadership	Instruct to the following:
4. Submit	 I have read and understand the <u>Collected Rule 330.015</u>. I understand I must have approval from my chairperson/supervise Teaching. I will update the disclosure as changes occur. The information provided in this form is complete and accurate to the information provided in this form is complete and accurate to the information provided in this form is complete and accurate to the information provided in this form is complete and accurate to the information provided in this form is complete and accurate to the information provided in this form is complete and accurate to the information provided in this form is complete and accurate to the information provided in the information provided provid
\langle	Submit

