Completing a Non-Research Conflict of Interest/Commitment Disclosure
Completing a non-research Conflict of Interest/Commitment (COI/COC) disclosure

• This tutorial will walk you through how to complete an “all other staff” Conflict of interest/Commitment disclosure. Please note, all UTSA employees must complete a COI/COC disclosure, regardless if they do not have activities to disclose, in accordance with HOP 1.33.

• Fixed-term faculty will also need to complete an “all other staff” disclosure.
Conflict of Interest, Conflict of Commitment, and Outside Activities

The Conflict of Interest, Conflict of Commitment, and Outside Activities policy (HOP 1.33) is intended to protect the credibility and reputation of UTSA, and its faculty and staff by providing a transparent system of disclosure, approval and documentation of employee activities outside UTSA (including but not limited to: engaging in outside employment or outside board service and owning certain interests in business entities) that might otherwise raise concerns about Conflicts of Interest or Conflicts of Commitment. **HOP 1.33** also serves the purpose of ensuring compliance with state ethics laws and Regents’ Rules. Finally, it is intended to provide the framework for rules and procedures that will clearly delineate allowable outside activity.
To complete disclosure log into: https://oric.utsa.edu
Put in your abc123 and passphrase and enter the COI/COC portal.
Click on disclose activities under the “All Other Staff” section on the portal.
• Please acknowledge you have read and understand HOP 1.33 to complete disclosure.
• Click the button to be prompted to the next page.
• Answer the COI/COC questions within the next several pages.
• If you are unsure how to answer the questions please review HOP 1.33 for more detailed explanation of what these questions are asking.
Answer the questions then click the next button.
• If you answer YES on a question, you will be prompted to disclose the activity. Please note this window will change pending on what you answer YES to.

• If you clicked NO, this page will not appear.
• If you clicked YES you will then need to enter the new entity.
• Select “click this button” to enter a new entity
• You will then be prompted to answer several questions pertaining to the question you answered YES to.

• Fill out and answer these sections to the best of your ability.
Once you have completed all the questions confirmation is then needed. Please click yes or no to submit this entity response and continue.
• You will then be sent to this page.
• You will then click “Complete and Submit.”
You will then certify that this is a complete disclosure of all current outside activities.
Please click yes or cancel submission of your Conflict of Interest/Commitment Disclosure.
Once your Conflict of Interest/Commitment Disclosure is complete it will say “Disclosure submitted successfully” in a green box.
Towards the bottom of the home page of the COI/COC portal it will say Non-researcher disclosure which will show its current status. This section will display if you have no disclosures, pending supervisor approval, under a management plan, approval/denial by supervisor.
Questions

For more information regarding non-research COI/COC disclosures please visit: https://www.utsa.edu/compliance-and-risk-services/compliance/coi.html

For non-research COI/COC disclosure inquiry please contact the compliance office via email at: compliance@utsa.edu

More information on HOP 1.33 please visit: https://www.utsa.edu/hop/chapter1/1-33.html

If you are a researcher with a COI inquiry please contact: ccoi@utsa.edu

For more information regarding researcher COI disclosures please visit: https://research.utsa.edu/compliance/coi.html