

and Risk Services

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.

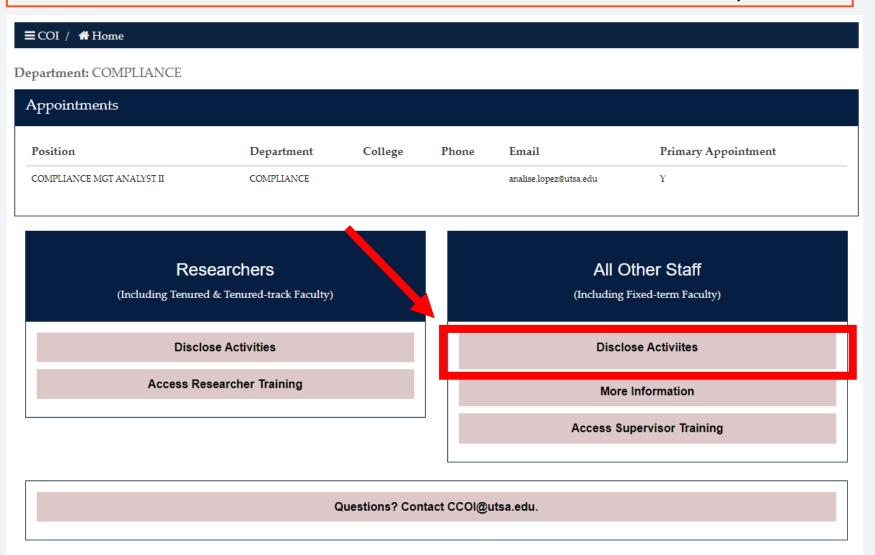
- To complete disclosure log into: https://oric.utsa.edu
- Put in your abc123 and passphrase and enter the COI/COC portal.

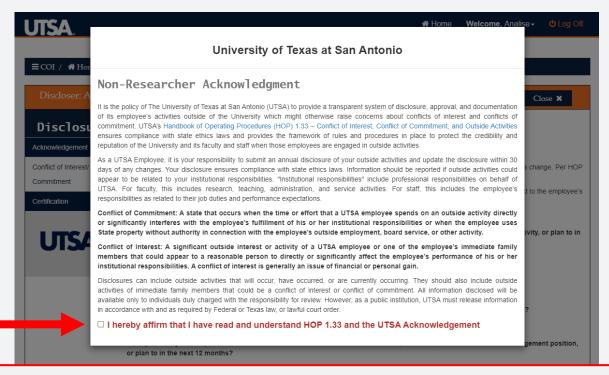
Welcome to the UTSA Conflict of Interest/Commitment Portal Home Conflict of Interest/Commitment myUTSAID Passphrase * Please enter your myUTSAID and your Passphrase Remember Me Log In Acceptable Use Policy This computer application is the property of the University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.

If Researchers have problems logging into the system, please contact the VPR Helpdesk at researchIT@utsa.edu



Click on disclose activities under the "All Other Staff" section on the portal.



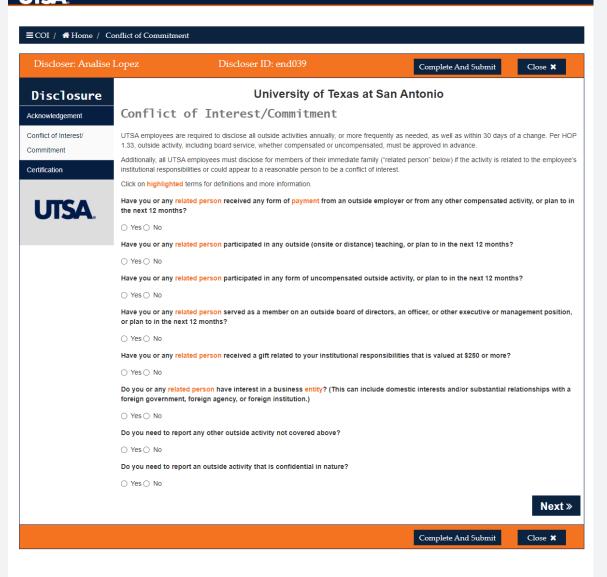


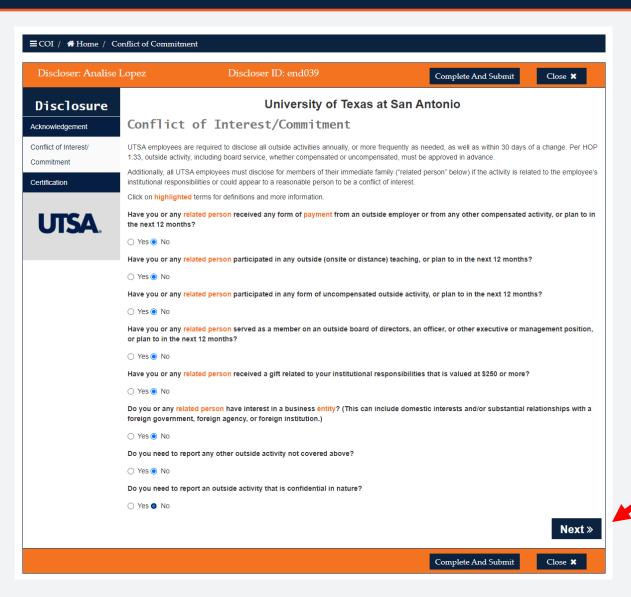
- Please acknowledge you have read and understand HOP 1.33 to complete disclosure.
- Click the button to be prompted to the next page.

Do you need to report any other outside activity not covered above?		
○ Yes ○ No		
Do you need to report an outside activity that is confidential in nature?		
○ Yes ○ No		
		Next »
	Complete And Submit	Close 🗶

- 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.

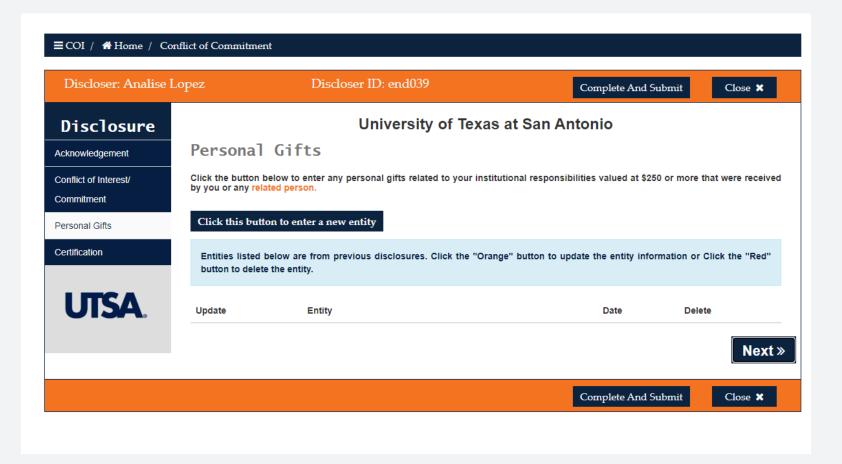
Home Welcome, Analise - O Log Off



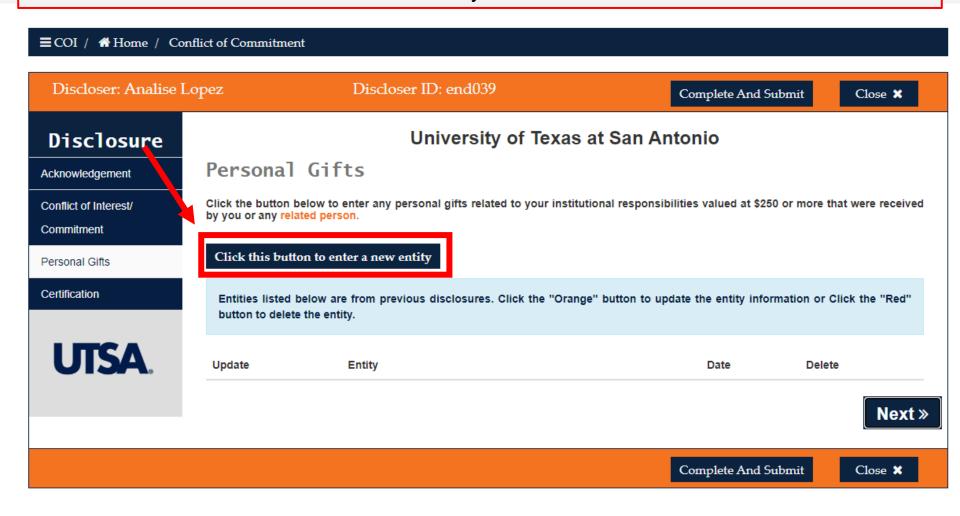


Answer the questions then click the next button.

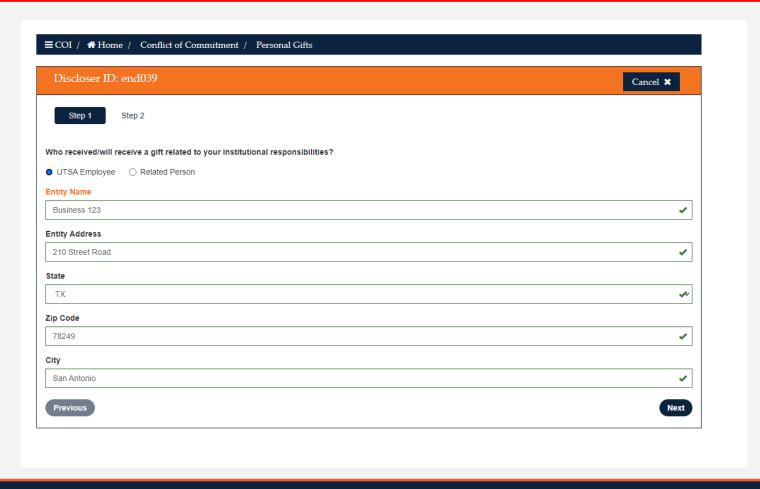
- If you answer YES on a question, you will be prompted to disclose the activity. Please note
 this window will change pending on what you answer YES to.
- If you clicked NO, this page will not appear.



- If you clicked YES you will then need to enter the new entity.
- Select "click this button" to enter a new entity

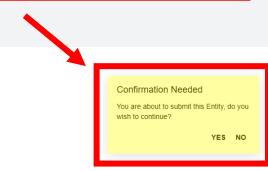


- You will then be prompted to answer several questions pertaining to the question you answered YES to.
- Fill out and answer these sections to the best of your ability.

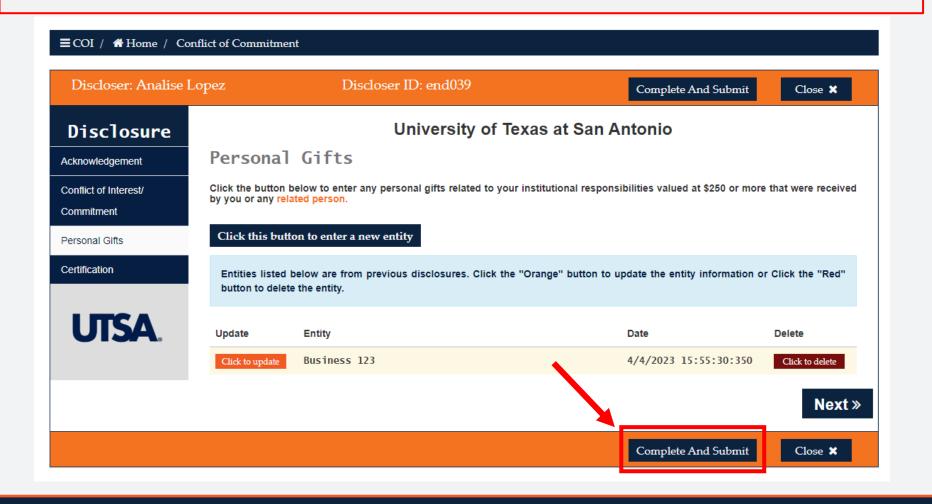


Once you have completed all the questions confirmation is then needed. Please click yes or no to submit this entity response and continue.





- 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.

Complete And Submit

Close X

Certification

Commitment



University of Texas at San Antonio

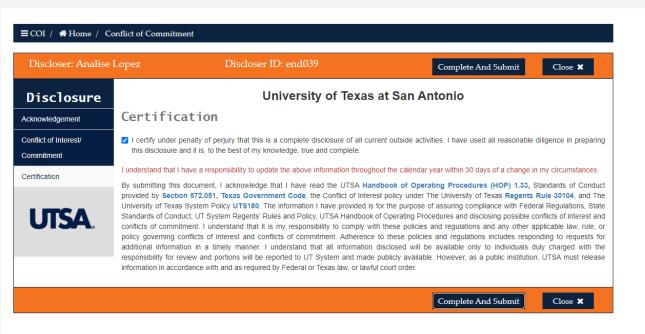
☐ I certify under penalty of perjury that this is a complete disclosure of all current outside activities. I have used all reasonable diligence in preparing this disclosure and it is, to the best of my knowledge, true and complete.

I understand that I have a responsibility to update the above information throughout the calendar year within 30 days of a change in my circumstances.

By submitting this document, I acknowledge that I have read the UTSA Handbook of Operating Procedures (HOP) 1.33, Standards of Conduct provided by Section 572.051, Texas Government Code, the Conflict of Interest policy under The University of Texas Regents Rule 30104, and The University of Texas System Policy UT\$180. The information I have provided is for the purpose of assuring compliance with Federal Regulations, State Standards of Conduct, UT System Regents' Rules and Policy, UTSA Handbook of Operating Procedures and disclosing possible conflicts of interest and conflicts of commitment. I understand that it is my responsibility to comply with these policies and regulations and any other applicable law, rule, or policy governing conflicts of interest and conflicts of commitment. Adherence to these policies and regulations includes responding to requests for additional information in a timely manner. I understand that all information disclosed will be available only to individuals duly charged with the responsibility for review and portions will be reported to UT System and made publicly available. However, as a public institution, UTSA must release information in accordance with and as required by Federal or Texas law, or lawful court order.

Complete And Submit

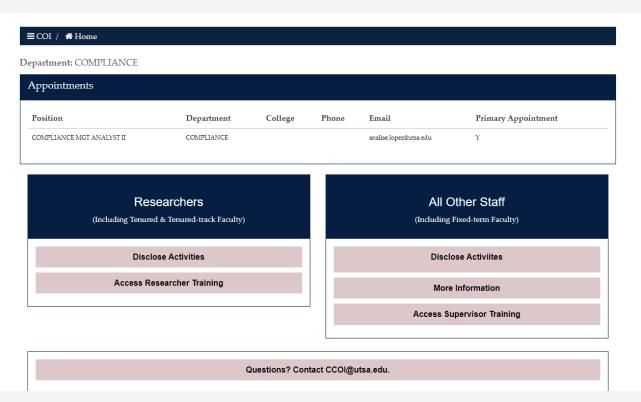
Please click yes or cancel submission of your Conflict of Interest/Commitment Disclosure.





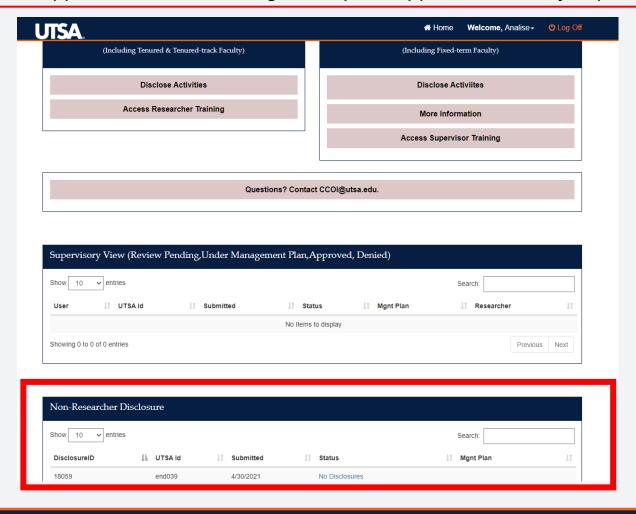


Once your Conflict of Interest/Commitment Disclosure is complete it will say "Disclosure submitted successfully" in a green box.



Disclosure submitted Successfully

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

