



Institutional Compliance  
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](mailto:researchIT@utsa.edu)

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

[COI](#) / [Home](#)

Department: COMPLIANCE

### Appointments

Position	Department	College	Phone	Email	Primary Appointment
COMPLIANCE MGT ANALYST II	COMPLIANCE			analise.lopez@utsa.edu	Y

#### Researchers

(Including Tenured & Tenured-track Faculty)

[Disclose Activities](#)

[Access Researcher Training](#)

#### All Other Staff

(Including Fixed-term Faculty)

[Disclose Activiites](#)

[More Information](#)

[Access Supervisor Training](#)

Questions? Contact [CCOI@utsa.edu](mailto:CCOI@utsa.edu).

UTSA

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COI / Home

Discloser: A

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UTSA

University of Texas at San Antonio

Non-Researcher Acknowledgment

It is the policy of The University of Texas at San Antonio (UTSA) to provide a transparent system of disclosure, approval, and documentation of its employee's activities outside of the University which might otherwise raise concerns about conflicts of interest and conflicts of commitment. UTSA's [Handbook of Operating Procedures \(HOP\) 1.33 – Conflict of Interest, Conflict of Commitment, and Outside Activities](#) ensures compliance with state ethics laws and provides the framework of rules and procedures in place to protect the credibility and reputation of the University and its faculty and staff when those employees are engaged in outside activities.

As a UTSA Employee, it is your responsibility to submit an annual disclosure of your outside activities and update the disclosure within 30 days of any changes. Your disclosure ensures compliance with state ethics laws. Information should be reported if outside activities could appear to be related to your institutional responsibilities. "Institutional responsibilities" include professional responsibilities on behalf of UTSA. For faculty, this includes research, teaching, administration, and service activities. For staff, this includes the employee's responsibilities as related to their job duties and performance expectations.

**Conflict of Commitment:** A state that occurs when the time or effort that a UTSA employee spends on an outside activity directly or significantly interferes with the employee's fulfillment of his or her institutional responsibilities or when the employee uses State property without authority in connection with the employee's outside employment, board service, or other activity.

**Conflict of Interest:** A significant outside interest or activity of a UTSA employee or one of the employee's immediate family members that could appear to a reasonable person to directly or significantly affect the employee's performance of his or her institutional responsibilities. A conflict of interest is generally an issue of financial or personal gain.

Disclosures can include outside activities that will occur, have occurred, or are currently occurring. They should also include outside activities of immediate family members that could be a conflict of interest or conflict of commitment. All information disclosed will be available only to individuals duly charged with the responsibility for review. However, as a public institution, UTSA must release information in accordance with and as required by Federal or Texas law, or lawful court order.

☐ I hereby affirm that I have read and understand HOP 1.33 and the UTSA Acknowledgement

or plan to in the next 12 months?

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 ✕

- 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.

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[Welcome, Analise](#)
[Log Off](#)

[COI](#) / [Home](#) / Conflict of Commitment

Discloser: Analise Lopez
 Discloser ID: end039
 [Complete And Submit](#)
[Close](#)

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## University of Texas at San Antonio

### Conflict of Interest/Commitment

UTSA employees are required to disclose all outside activities annually, or more frequently as needed, as well as within 30 days of a change. Per HOP 1.33, outside activity, including board service, whether compensated or uncompensated, must be approved in advance.

Additionally, all UTSA employees must disclose for members of their immediate family ("related person" below) if the activity is related to the employee's institutional responsibilities or could appear to a reasonable person to be a conflict of interest.

Click on **highlighted** terms for definitions and more information.

Have you or any **related person** received any form of **payment** from an outside employer or from any other compensated activity, or plan to in the next 12 months?

☐ Yes ☐ No

Have you or any **related person** participated in any outside (onsite or distance) teaching, or plan to in the next 12 months?

☐ Yes ☐ No

Have you or any **related person** participated in any form of uncompensated outside activity, or plan to in the next 12 months?

☐ Yes ☐ No

Have you or any **related person** served as a member on an outside board of directors, an officer, or other executive or management position, or plan to in the next 12 months?

☐ Yes ☐ No

Have you or any **related person** received a gift related to your institutional responsibilities that is valued at \$250 or more?

☐ Yes ☐ No

Do you or any **related person** have interest in a business **entity**? (This can include domestic interests and/or substantial relationships with a foreign government, foreign agency, or foreign institution.)

☐ Yes ☐ No

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 »](#)

Discloser: Analise Lopez

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Complete And Submit

Close ✕

## Disclosure

### University of Texas at San Antonio

#### Acknowledgement

#### Conflict of Interest/Commitment

#### Conflict of Interest/ Commitment

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Do you need to report an outside activity that is confidential in nature?

☐ Yes ☒ No

Next »

Complete And Submit

Close ✕

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.

[COI](#) / [Home](#) / [Conflict of Commitment](#)

Discloser: Analise Lopez      Discloser ID: end039      [Complete And Submit](#)      [Close ✕](#)

**Disclosure**  
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Personal Gifts  
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## University of Texas at San Antonio

### Personal Gifts

Click the button below to enter any personal gifts related to your institutional responsibilities valued at \$250 or more that were received by you or any **related person**.

[Click this button to enter a new entity](#)

Entities listed below are from previous disclosures. Click the "Orange" button to update the entity information or Click the "Red" button to delete the entity.

Update	Entity	Date	Delete
--------	--------	------	--------

[Next »](#)

[Complete And Submit](#)      [Close ✕](#)

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

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Complete And Submit

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University of Texas at San Antonio

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Update	Entity	Date	Delete
--------	--------	------	--------

Next »

Complete And Submit

Close ✕

- 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.

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Discloser ID: end039 [Cancel](#)

Step 1

Step 2

Who received/will receive a gift related to your institutional responsibilities?

☒ UTSA Employee ☐ Related Person

**Entity Name**

Business 123 ✓

**Entity Address**

210 Street Road ✓

**State**

TX ✓

**Zip Code**

78249 ✓

**City**

San Antonio ✓

[Previous](#) [Next](#)

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

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Discloser ID: end039 Cancel ✕

Step 1 Step 2

Reason for the gift (e.g. professional award, donation for research purposes, recognition of services)  
 ✓

How is this gift related to your institutional responsibilities at UTSA?  
 ✓

Previous Submit

Confirmation Needed

You are about to submit this Entity, do you wish to continue?

YES NO

- You will then be sent to this page.
- You will then click “Complete and Submit.”

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Discloser ID: end039

Complete And Submit

Close ✕


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## University of Texas at San Antonio

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Click this button to enter a new entity

Entities listed below are from previous disclosures. Click the "Orange" button to update the entity information or Click the "Red" button to delete the entity.

Update	Entity	Date	Delete
Click to update	Business 123	4/4/2023 15:55:30:350	Click to delete

Next »

Complete And Submit

Close ✕

Discloser: Analise Lopez

Complete And Submit

Close ✕

## Disclosure

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You will then certify that this is a complete disclosure of all current outside activities.

## University of Texas at San Antonio

### Certification

☐ 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 [UTS180](#). 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

Close ✕

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

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Discloser: Analise Lopez      Discloser ID: end039      [Complete And Submit](#)      [Close ✕](#)

**Disclosure**  
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### University of Texas at San Antonio

#### Certification

☒ 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.

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[Complete And Submit](#)      [Close ✕](#)

#### Confirmation Needed

You are about to submit a Conflict of Interest/Commitment disclosure, do you wish to continue?

[YES](#)   [CANCEL](#)

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

☰ COI / 🏠 Home

Department: COMPLIANCE

### Appointments

Position	Department	College	Phone	Email	Primary Appointment
COMPLIANCE MGT ANALYST II	COMPLIANCE			analise.lopez@utsa.edu	Y

### Researchers

(Including Tenured & Tenured-track Faculty)

Disclose Activities

Access Researcher Training

### All Other Staff

(Including Fixed-term Faculty)

Disclose Activiites

More Information

Access Supervisor Training

Questions? Contact CCOI@utsa.edu.

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.

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[Log Off](#)

(Including Tenured & Tenured-track Faculty)

Disclose Activities

Access Researcher Training

(Including Fixed-term Faculty)

Disclose Activities

More Information

Access Supervisor Training

Questions? Contact [CCOI@utsa.edu](mailto:CCOI@utsa.edu).

Supervisory View (Review Pending, Under Management Plan, Approved, Denied)

Show  entries

Search:

User	UTSA Id	Submitted	Status	Mgmt Plan	Researcher
No items to display					

Showing 0 to 0 of 0 entries

Previous

Next

Non-Researcher Disclosure

Show  entries

Search:

DisclosureID	UTSA Id	Submitted	Status	Mgmt Plan
18059	end039	4/30/2021	No Disclosures	

# 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](mailto: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: [cco@utsa.edu](mailto:cco@utsa.edu)

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

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