

# IOWA



To: UI Faculty and Staff

From:

**Kevin Kregel**, Executive Vice President and Provost

**J. Martin Scholtz**, Vice President for Research

**Cheryl Reardon**, Chief Human Resources Officer and Associate Vice President

Date: January 28, 2022

To ensure that UI academic, health care, business, research, and teaching endeavors are free of potential or actual conflicts of interest, the [UI Conflicts of Commitment and Interest](#) and [UI Health Care Conflict of Interest and Conflict of Commitment](#) policies require that certain UI faculty and staff members complete an annual disclosure of outside professional activities and interests. While very few activities that represent, or appear to represent, a conflict are actually prohibited, disclosure allows for potential and actual conflicts to be reviewed and managed appropriately.

Completion of the eCOI Annual Disclosure of Outside Professional Activities and Interests fulfills the annual reporting requirements of the following UI policies:

- Policy on [Conflicts of Interest in Research](#),
- Policy on [Conflict of Interest in the Workplace](#),
- Policy on [Conflicts of Commitment](#),
- Policy on [Institutional Conflict of Interest in Human Subjects Research](#),
- [UI Health Care Conflicts of Interest Policy](#), and
- [Accreditation requirements for Continuing Medical Education](#)

In addition, the certification process includes a question asking whether the individual has an outside personal relationship with someone over whom they exercise supervisory authority. This question assists with identifying possible Conflicts of Interest in Employment (Nepotism) cases that may require a management plan.

The certification process also includes questions about international engagement to assist with identifying possible risks to research integrity and security which may require conflict of interest management or adherence to other federal regulations.

#### **Who is required to complete an eCOI Annual Disclosure?**

1. All UI employees engaged in research, which is defined as being named as "key personnel" on a UI routing form submitted to Sponsored Programs or an IRB
2. All UI Health Care faculty, P&S and SEIU staff, and Merit exempt employees with 50% or greater appointments.
3. All UI Faculty and Staff members with 50% or greater appointments in the following categories:
  - Regular Faculty (tenure-track, tenured, clinical-track, research-track, instructional-track),
  - P&S staff compensated at Pay Levels 7 and above (see ePersonnel File in [UI Employee Self Service](#) for Pay Level),
  - P&S staff members compensated at Pay Level 6 and below who are administrative supervisors.
4. All University Officials as defined by the policy on [Institutional Conflict of Interest in Human Subjects Research](#), including:

- Administrators with Faculty Appointments (e.g., Associate Provosts, Associate Vice Presidents, DEOs, Directors), and
- Institutional Officers (e.g., President, Executive VP & Provost, Vice Presidents, Treasurer, Deans, University Librarian).

**eCOI Annual Disclosure Instructions:** To complete your Annual Disclosure, log in to the online eCOI disclosure system at <https://ecoi.uiowa.edu>. Use your HawkID to log in (do not use a HealthCareID). Once in the system, you will be asked a series of screening questions to determine if you have any outside professional activities, financial interests, or other considerations related to your University responsibilities or in the same field of expertise as your position at the University. If you have nothing to disclose, completion of the Annual Disclosure and Certification will take less than five minutes. If you have outside activities to disclose, you will complete an Entity Report for each outside entity.

Please note that each time a user adds a new Entity Report to disclose a particular interest or outside activity, it will require a signature before the report can be finalized.

**Deadline:** Faculty and staff who are required to complete the eCOI Annual Disclosure must do so by **April 30, 2022**. Faculty and staff will use this same eCOI reporting system to keep their disclosures updated throughout the year if their situation changes. Employees may go to the [Compliance and Qualifications \(CQ\) system](#) to view requirements that have been completed, are due now, due soon, or unfulfilled.

Please refer any questions to the contacts listed below:

- **Faculty, Staff and Executive Questions:** Jan Waterhouse, University Human Resources
  - 319-335-5767 or [UHR-eCOI@uiowa.edu](mailto:UHR-eCOI@uiowa.edu)
  - Website: <https://provost.uiowa.edu/conflicts-commitment-and-interest-policies-university-iowa>
- **University Official and Research-related Questions:** Martha Hedberg or Chris Taylor, Conflict of Interest in Research Office
  - 319-467-1012, 319-384-4256 or [coi-research@uiowa.edu](mailto:coi-research@uiowa.edu)
  - Website: <https://coi.research.uiowa.edu>
- **UI Health Care Questions:** Sarah Younker, UI Health Care Conflict of Interest Office
  - 319-384-6256 or [coi@healthcare.uiowa.edu](mailto:coi@healthcare.uiowa.edu)
  - Website: <https://uihc.org/conflict-interest>
- **Continuing Medical Education Questions:** Lori Raw, Division of Continuing Medical Education
  - 319-335-8599 or [cme@uiowa.edu](mailto:cme@uiowa.edu)
  - Website: <http://www.medicine.uiowa.edu/cme>
- You may also refer to the Conflicts of Commitment and Interest website:
  - <https://provost.uiowa.edu/conflicts-commitment-and-interest-policies-university-iowa>

Thank you for your assistance in ensuring that UI academic, health care, business, research, and teaching endeavors are free of potential or actual conflicts of interest.

**IOWA**