To: UI Faculty and Staff
From: John Keller, Interim Vice President for Research
       Bruce Harreld, President
       Sue Curry, Interim Executive Vice President and Provost
       Cheryl Reardon, Chief Human Resources Officer and Associate Vice President
       Brooks Jackson, Vice President for Medical Affairs and Dean, Carver College of Medicine
Date: January 17, 2019

Please review this message to determine if you are a UI employee who is required to complete an Annual Disclosure of Outside Professional Activities and Interests by April 30, 2019.

To ensure that UI academic, health care, business, research, and teaching endeavors are free of potential or actual conflicts of interest, the University of Iowa requires all University employees to disclose any potential or actual conflicts of interest in advance of initiating an activity or when the employee, in the exercise of reasonable diligence, first becomes aware of the conflict or the potential for one. Additionally, key UI faculty and staff members are required to complete an Annual Disclosure of Outside Professional Activities and Interests by April 30th each year.

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 (https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest),
* Policy on Conflict of Interest in the Workplace (https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest),
* Policy on Conflicts of Commitment (https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest),
* Policy on Institutional Conflict of Interest in Human Subjects Research (https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest),
* UI Health Care Conflicts of Interest Policy (https://uihc.org/conflict-interest-policy), and
* Accreditation requirements for Continuing Medical Education (http://www.accme.org/accreditation-rules/standards-for-commercial-support)

Who is required to complete an eCOI Annual Disclosure by April 30, 2019?

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 application.
2) All UI Health Care faculty, P&S and SEIU staff, and Merit exempt employees with 50% or greater appointments.
3) Faculty and Staff members with 50% or greater appointments in the following categories:
   a. Regular Faculty (tenure-track, tenured, clinical-track, research-track, instructional-track),
   b. P&S staff compensated at Pay Levels 7 and above (see ePersonnel File in UI Employee Self Service (https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/) for Pay Level),
4) All University Officials as defined by the policy on Institutional Conflict of Interest in Human Subjects Research (https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest/institutional-conflict-interest-human-subjects), including:
   a. Administrators with Faculty Appointments (e.g., Associate Provosts, Associate Vice Presidents, DEOs, Directors), and
   b. Institutional Officers (e.g., President, Executive VP & Provost, Vice Presidents, Treasurer, Deans, University Librarian).

eCOI Annual Disclosure Instructions:
To complete an Annual Disclosure, employees should use their HawkID to log into the online eCOI disclosure system: https://ecoi.uiowa.edu. Use your HawkID to log on (do not use a HealthCareID). The online form asks several screening questions that should take less than five minutes to answer if there are no outside activities or interests to disclose. If an employee has activities or interests to disclose, they will be asked to complete an Entity Report for each activity or interest. While very few activities are actually prohibited, disclosure allows for potential and actual conflicts to be reviewed and managed appropriately.

Please note: Each new Entity Report disclosure requires a signature before the complete Annual Disclosure can be finalized.

Deadline: Employees who are required to complete the eCOI Annual Disclosure must do so by April 30, 2019. All employees may use the eCOI.uiowa.edu portal to enter and update disclosures throughout the year as their situation changes. Employees may go to their Personal tab on Employee Self Service (hris.uiowa.edu), then click "My Compliances" to view requirements that have been completed, are due, or unfulfilled.

For more information about the eCOI Annual Disclosure or specific policies, please contact:

* Faculty and Executive Questions: Diane Finnerty, Office of the Provost, 335-3991 or email: faculty@uiowa.edu. Website: http://provost.uiowa.edu/conflicts-commitment-and-interest.
* Staff Questions: Kevin Ward or Elizabeth (Libby) Washburn, University Human Resources, 467-0646 or email: kevin-ward@uiowa.edu or elizabeth-washburn@uiowa.edu. Website: http://provost.uiowa.edu/conflicts-commitment-and-interest.
* Research-related Questions: Martha Hedberg, Conflict of Interest in Research Office, 384-4256 or email: coiresearch@uiowa.edu. Website: http://coi.research.uiowa.edu.
* University Official Questions: Martha Hedberg, Conflict of Interest in Research Office, 384-4256 or email: coiresearch@uiowa.edu.
* UI Health Care Questions: Mary Copper, UI Health Care Conflict of Interest Office at 384-7312 or e-mail: coi@healthcare.uiowa.edu. Website: https://uihc.org/conflict-interest.
* Continuing Medical Education Questions: Laurie Raw, Division of Continuing Medical Education, 335-8599. Website: http://www.medicine.uiowa.edu/cme.

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. For information about additional Conflicts of Commitment and Interest policies at the University of Iowa, please see http://provost.uiowa.edu/conflicts-commitment-and-interest-policies.

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Distribution of this message was approved by the Provost, the Chief Human Resources Officer and Associate Vice President, or approved delegate. Neither your name nor e-mail address was released to the sender. The policy and guidelines for the UI Mass Mail service, including information on how to filter messages, are available at: http://its.uiowa.edu/massmail.

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