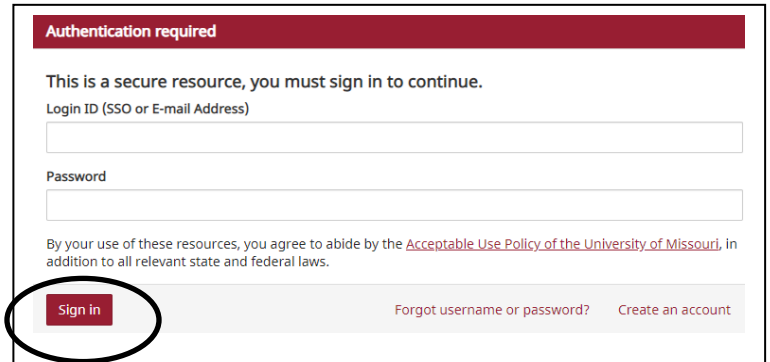


Under [Collected Rule for Conflict of Interest, 330.015](#), University of Missouri faculty and exempt employees must annually update their outside interests. **Prior to an employee engaging in Overlapping Business Activities, Consulting, or Teaching, a disclosure MUST be filed and the chair/supervisor and dean/director must approve or disapprove and if applicable the activity must be managed.**

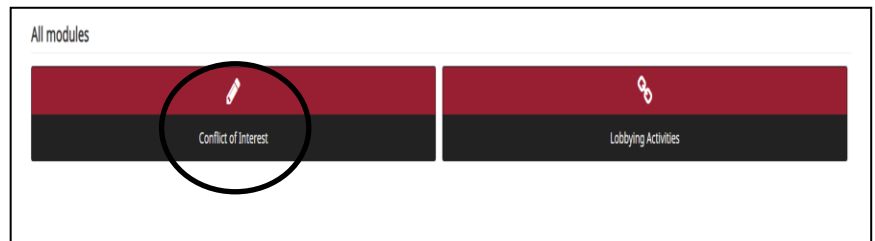
STEP 1: LOGIN AND NAVIGATE TO FORM

1.1: Log into eCompliance using your SSO or email address and password 📷

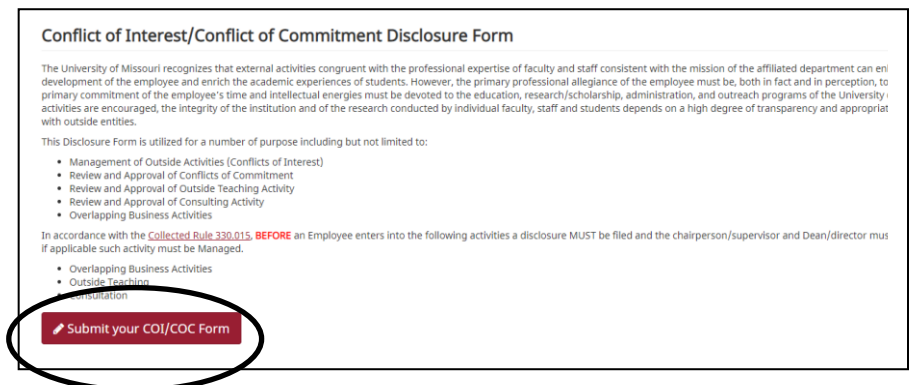
[eCompliance website](#)




1.2: Select *Conflict of Interest* module 📷



1.3: Select *Submit your COI/COC Form* 📷



1.4 Read the Reporting tips
Select Continue 


Begin Conflict of Interest/Conflict of Commitment Disclosure Form

Tips for reporting for the first time:

- Answer questions as thoroughly as possible. A lack of information may result in the COI Office contacting you for further information.
- "Add an Outside Entity" must be selected for each outside entity.
- Activities done outside of the University which are part of your University appointed responsibilities do not need to be reported.
- Service on a federal granting agency study sections (e.g. NIH) does not need to be reported.
- All faculty and exempt staff (i.e. paid monthly) are required to report at least once a year. If there are changes to your outside interests, you must report them.
- After you report for the first time, the information provided will automatically populate to all subsequent forms.


Tips for updating a previously submitted form:

- eCompliance will populate a new form based on the information previously submitted. Please review the previously entered information.
- If you have new entities to report, click "Add an Outside Entity" in the Outside Entity section.
- To remove an entity, select the drop down arrow and click "Remove" in the Outside Entity section.
- Please note the form questions may have changed since you last reported. There may be additional questions that you are required to answer.




STEP 2: COMPLETE FORM AND SUBMIT

2.1: Answer the questions included in the Employee Information and Outside Interests Section. If you answer yes to any of the questions in the Outside Interests section, additional sections will populate allowing you to report any outside interests such as ownership/equity interest in a company, positions on advisory boards, consulting activities, etc.


2.2/A: If you have no outside interests (based on your responses), you will be led to the submission page > read text and select box  > *Submit*

Your Form submission is complete.

Your Name Appears Here

 I attest to the following:

- I have read and understand the [Collected Rule 330.015](#).
- I understand I must have approval from my chairperson/supervisor and my department chairperson/Teaching.
- I will update the disclosure as changes occur.
- The information provided in this form is complete and accurate to the best of my knowledge.



2.2/B: If you have any outside interests (based on your responses), you will be led to *Section 3: Outside Entities* 📷

Select *Add an Outside Entity* 📷 and answer queries for each interest

Conflict of Interest/Conflict of Commitment Disclosure Form sections

- Employee Information
- Outside Interests
- Outside Entities
- Leadership
- Submit

Outside Entities

Due to your answers in Part I, please complete the next section regarding the entity(s) in which you have an outside entity. All questions should be answered considering only one entity at a time.

Note: If you are **UPDATING** a previously submitted form you will need to review the information for each entity. CII will receive an error message when submitting. Once you have reviewed all the information for each entity listed,

Outside Entities

+ Add an Outside Entity

Save & continue > Save & stay on this page

2.3: When finished adding Outside Entities, you will be led to *Section 4: Leadership* 📷
Type the name of your immediate Supervisor/Dept. Chair and the name of your Dean/Director.


Conflict of Interest/Conflict of Commitment Disclosure Form sections

- Employee Information
- Outside Interests
- Outside Entities
- Leadership
- Submit

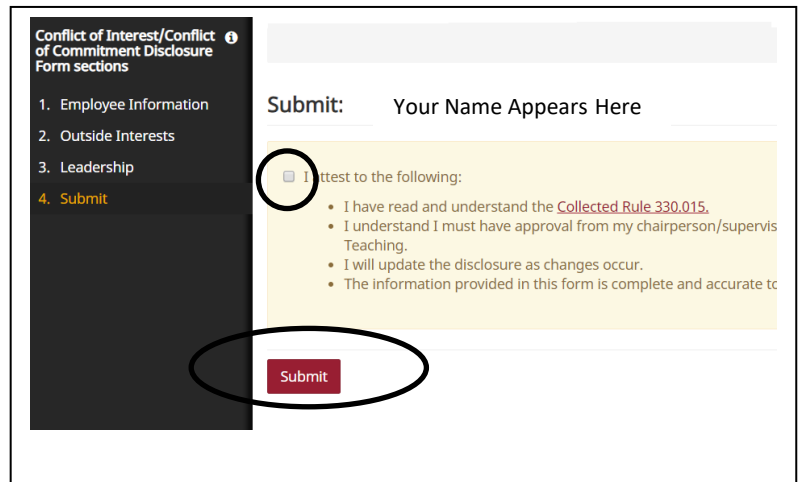
Leadership

- Department Chair/Supervisor
Type to begin searching. Search by 'Last name, First name'
- Division Dean/Director
Type to begin searching. Search by 'Last name, First name'
- For those with a Joint/Secondary Appointment: (optional)
 - Department Chair/Supervisor
Type to begin searching. Search by 'Last name, First name'
 - Division Dean/Director
Type to begin searching. Search by 'Last name, First name'

Save & continue > Save & stay on this page

2.4: When finished adding Leadership, you will be led to *the submission page, read text and select box*  > *Submit*

Your Form submission is complete.



Conflict of Interest/Conflict of Commitment Disclosure Form sections

1. Employee Information
2. Outside Interests
3. Leadership
4. **Submit**

Submit: Your Name Appears Here

I attest to the following:

- I have read and understand the [Collected Rule 330.015](#).
- I understand I must have approval from my chairperson/supervisor/Teaching.
- I will update the disclosure as changes occur.
- The information provided in this form is complete and accurate to

Submit