

# Introduction

## **University of Central Florida's** Conflict of Interest & Commitment System

## ***This Training Session will cover:***

- ❖ **Introduction**
  - Purpose of submitting a disclosure
  - What is a conflict
  - Background

## ***Training Sessions available separately:***

- ❖ **Guidance for Responding/Reviewing Disclosure Questions**
- ❖ **Submitting an Annual Disclosure**
- ❖ **Editing an Annual Disclosure or Amendment**
- ❖ **Submitting an Amendment**
- ❖ **Reviewing a Disclosure**
- ❖ **Definitions**

*Purpose of Submitting a Disclosure*

- ❖ All faculty, executive service, post-doctoral employees, select individuals identified in university positions of trust, and employees engaged in the design, conduct and reporting of research or other types of sponsored projects at UCF are annually required to submit an online ***Potential Outside Activity, Employment, and Conflict of Interest and Commitment Disclosure (AA-21)***.
- ❖ The purpose of submitting an online AA-21 disclosure is to ensure that no unresolved conflict exists between your primary university commitments and your outside activities, interests, and commitments.
- ❖ The AA-21 disclosure must be completed at least annually, regardless of whether there are outside activities, interests, or commitments to report.
  - The annual disclosure period is between August 8<sup>th</sup> and August 7<sup>th</sup> of the next year.
- ❖ An Amendment must be submitted during the disclosure period when there is a new or anticipated outside activity, interest, or commitment that is expected to occur during that period.

**❖ A conflict of interest is:**

- Any conflict between private interests of the employee and the public interests of the university, the Board of Governors, or the State of Florida, including conflicts of interest specified under Florida Statutes; or
- Any activity which interferes with the full performance of the employee's professional or institutional responsibilities or obligations.

**❖ A conflict of commitment is:**

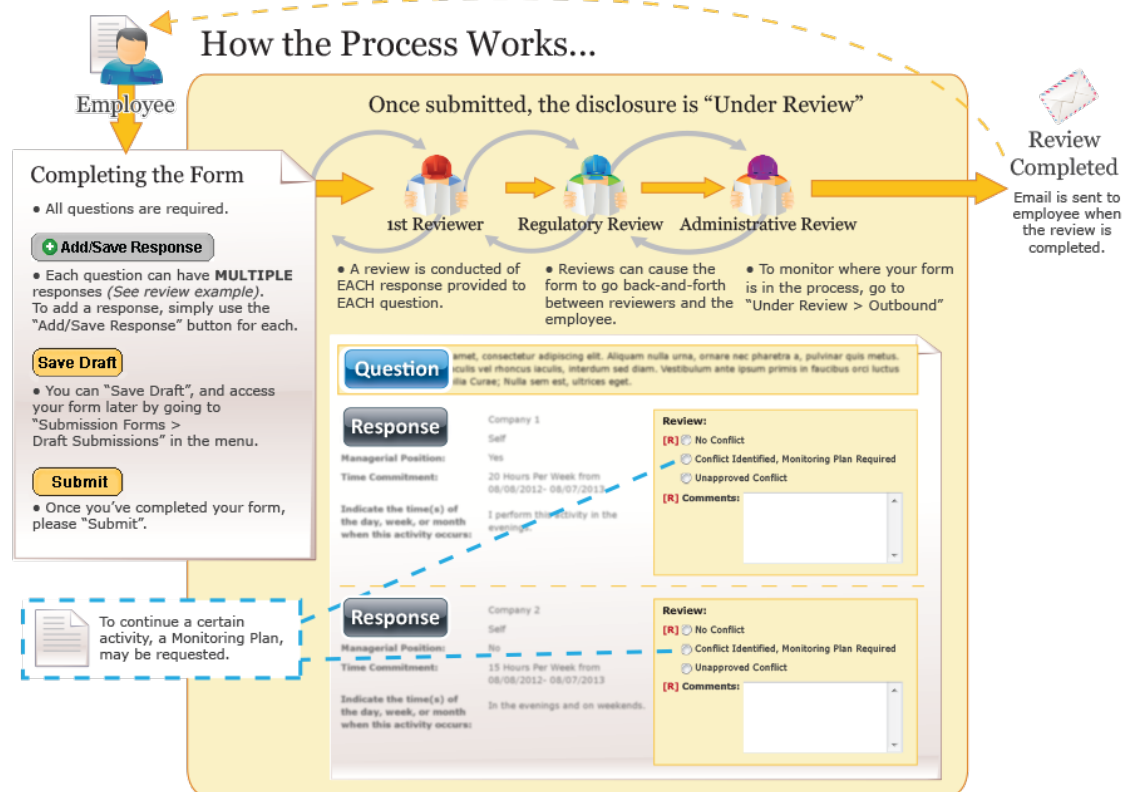
- Outside activities that involve frequent or prolonged absences from the university on non-university business; or
- Outside activities that engage a substantial portion of the time an employee is expected to spend on assigned duties or university-related activities.

- ❖ No employee shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

- ❖ In October 2009, the university moved to an online disclosure system. Out of a combined effort between the **Office of Faculty Relations and the Office of Research**, the new system was developed within UCF's Academic Research and Grants Information Systems (ARGIS).
- ❖ In 2013 oversight for COI was transitioned to **University Compliance, Ethics, and Risk** along with **Office of Research Compliance**.

- ❖ **The online system:**
  - More clearly identifies what to disclose
  - Eliminates paper process
  - Expedites the review process
  - Keeps faculty informed

- ❖ **Online form is available to:**
  - faculty, executive service, post-doctoral employees, and select individuals identified in university positions of trust, or other employee types engaged in the design, conduct, and reporting of research at UCF



- ❖ Information on COI policies, regulations, and requirements are available on the following websites:
  - University Compliance, Ethics, and Risk  
<http://compliance.ucf.edu/conflict-of-interest>
  - Office of Research- Research Integrity Compliance  
<http://www.coi.ucf.edu>
- ❖ For assistance or questions contact the Potential Conflicts Administration email, [PCA@ucf.edu](mailto:PCA@ucf.edu)