Conflict of Commitment Form
Instructions for Online Review and Approval

These are the instructions for reviewing an electronic "Request for Approval of External Professional Commitment or Outside Employment Form," more commonly referred to as the Conflict of Commitment form (COC Form).

Step 1:

- Begin by navigating to the Conflict of Commitment Form Submission System at: https://uavpr.arizona.edu/COC
- Log in with your net ID and password.

- You will now be taken to the landing page for the COC form. As an "Approver," you should land on the "Review COC Requests" tab. If you don't, simply click on the tab at the top of the page.

Step 2: Orienting yourself

- On the Approver Home Page, all submitted COC forms on which you are listed as either an Approver or Reviewer are displayed. The forms are listed by status, with those awaiting your approval highlighted at the top.

- **To view a submitted form,** click the gray "**document**" icon to the left of the submitter's name.
- **You may also search all submitted forms.** Click the "Search" button at the top right corner of the screen.

- o When you search, you will be presented with a number of options. You may enter any parameters you wish, but **to bring up all records**, simply click "Search" without entering any parameters.

- o Search results are displayed in the format below. **To view** a particular form, click the blue "**document**" icon on the left. **To download** an archive, click the "**download**" icon to the right of the document icon.

Step 3 – Reviewing a COC Form:

- When you click on a form to review or approve it, you will be presented with a single screen view containing all the prompts and responses. Each response is highlighted in blue text.
  - o You will also be able to review **two additional pieces of information at the bottom of the screen:**
    - Other submitted COC Forms by the same individual

ENTITY	ACTIVITY_DT	hrs/wk	STATUS_DT	STATUS
Tesinty	02/10/2017-	23	04/04/2017	Approved By All
test	03/01/2017-	3	04/04/2017	Approved By All
test2	04/04/2017-	2	04/07/2017	Approved By All
My Co Inc.	04/04/2017-	.09	04/20/2017	Rejected, Resubmission Requested
Del Test @ 2	03/01/2017-03/08/2017	1	04/24/2017	Submitted

Other Activities Submitted by ▓▓▓▓▓

- Any financial disclosures on record for the individual. *While all information in the form is confidential, this information may be particularly sensitive; take care when reviewing this list.*

Financial COI Disclosure Submitted 2016-08-04 15:35:35

WARNING: The information below relates to the financial interests of the submitter, should be treated confidentially, and used only for official UA purposes

Active Financial Entities Submitted to COI:
- Apple Inc

- Please review all responses. **At the bottom of the screen**, you will be presented with three primary options:
  - o Reject
  - o Reject & Request Re-Submission
  - o Approve.

✏ Add Comment

REQUEST STATUS
Submitted ▓▓▓ 04/24/2017 11:13 am]   Last Modified:04/24/2017 11:12 am
Primary Approver: ▓▓▓▓@email.arizona.edu *[Approval Pending]*
Secondary Approver: ▓▓▓▓@email.arizona.edu *[Approval Pending]*

⊘ Reject   ↩ Reject & Request Re-Submission   👍 Approve

💬 View Status History [2]

👥 Add Additional Reviewers   📦 Download Archive   🏠 Home

Financial COI Disclosure Submitted 2016-12-09 21:05:18
No Active Financial Entities Submitted to COI

- You also have the option to add comments in connection with any approval, rejection, or review. (See the **red arrow**, above.) **This commenting function is available to Reviewers, as well as Approvers, and can be used as a pre-vetting process for the Approver.** *However, please note that all comments are visible to the Submitter.* Previously entered comments, if any, will also be viewable in this area.
- Prior submissions and dispositions of the form are viewable by clicking on "View Status History." (See the **green arrow**, above.)

- As indicated by the large blue buttons, you can add one or more additional reviewers, download an archive or return back to the home screen of the COC system.
  - **To add an additional reviewer**, upon clicking the relevant button you will see the following:

  Download Archive   **Home**

  If you would like to have an additional member of your department, college or unit review this form, you may do so by adding their name below. The selected recipient(s) will receive an email notification about this submission, and have full read-only access to the contents of the submitted request.

  NOTE: Any person added below will also be able to view the list of entities for which the submitter has submitted financial disclosures through the COI Program's separate Financial Disclosure System (although no financial information will be listed). Thus, please only add recipients who have a need to review this as part of their University duties.

  Add Other Reviewer..

  - Enter the additional reviewer using the "people picker" function (use either last name or NetID)

  the COI Program's separate Financial Disclosure System (although no financial information will be listed who have a need to review this as part of their University duties.

  Search UofA Directory For Other Reviewers(click name to add)

  Last Name ▾ [   ] **Search**

  ; and

Step 4 – Email Notifications: The system will generate the following emails:

- If there are two approvers, upon approval by the Primary Approver:
  - the Secondary Approver receives a notification that the form is pending her approval.
- Upon approval by all Approvers:
  - an email will be sent to all approvers, reviewers and the submitter indicating that the form was approved. If the activity involves a startup, involves legal proceedings, or involves another postsecondary educational institution, an email notification will be sent to the relevant University office (i.e., TLA, OGC, or the Provost's office, respectively) prompting them to review the form, as necessary.
- Upon rejection (including a rejection with a request for resubmission) by any approver:
  - an email is sent to the submitter indicating rejection; and
  - an email is sent to all reviewers and approvers indicating rejection.

Step 5 – Document Retention:

- The primary administrative unit, department, or college of the submitter is the "Office of Record" responsible for maintaining the original form as a personnel record in accord with the University's Records Retention Policies.
- To do so, an individual within the Office of Record must print out or download a copy of the form once it reaches "Approved by All" status. The electronic form facilitates this by emailing all Approvers and Reviewers upon the form becoming Approved by All, at which point it may be downloaded or printed.
- Thus, if the individual responsible for maintaining this record is not listed as a Reviewer or Approver for the form, **please add them as an additional reviewer**, using the functionality described under Step 3, above.