Conflict of Commitment Form
Instructions for Online Submission

These are the instructions for submitting 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). You may also submit a paper version (available through the COI Program), but this is discouraged because it adds burden to the review process and does not contain enhancements provided in the online environment.

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.

Note: if you have been listed as a reviewer or approver on someone else’s COC form, your landing page may be different. To submit your own form, you will need to navigate to the “My COC Requests” Tab.
Step 2:

- **To start a new request**, click the blue text indicated by the red arrow below, which reads: “Click here to report a company, non-profit, or other entity to which you are committing your time”.
- **To revise or continue an existing, unsubmitted request**, find the “Unsubmitted Approval Requests” section and the “edit” box (small blue box with the pencil), as indicated by the blue arrow below.
- **To delete a unsubmitted request**, click the red trash can icon next to the relevant request.

- **To view a previously submitted request**, click the gray “document” icon to the left of the Disclosure.
- **To edit or renew a previously submitted form**, click the blue “edit” icon to the left of the Disclosure.

- Reviewers and approvers have the ability to leave you comments. This may occur in the event your submission was rejected with a request to resubmit an amended version. **You can view any comments** by clicking on the “view comments” function.
Step 3 – Instructions:

- Read all the instructions on this next page.

Instructions:

This form is to be used by all "Full-time" University of Arizona (UA) appointed personnel to obtain approval prior to entering into any external professional commitments or outside employment (Outside Activity) as required in the University’s Conflict of Commitment Policy. "Full Time" generally means 50% or greater FTE.

Please check with your business office if you are unsure whether you have Full Time status.

Timing: This form should be submitted for approval at least four (4) weeks prior to making the commitment.

(If you missed this deadline, you can still complete this form.)

Financial Disclosure: This form is for approval of your time commitment to non-UA activities. If you will receive any compensation or have any financial stake in the outcome of those non-UA activities, you may also need to update your financial disclosure through the Conflict of Interest Program’s online system at this link.

NOTE: Absent instruction to the contrary, approval is generally NOT REQUIRED to participate in professional commitments that:

1. are required as a condition of your employment or tenure eligibility,
2. are a part of your duties on behalf of the University, or
3. are encouraged by the University as part of your academic or professional development (such as professional societies, committee memberships, journal editorships, service to the discipline, service to the University, routine scholarly collaboration, etc.).

However, in such circumstances, you may still submit this form if requested by your supervisor or to otherwise satisfy compliance requirements.

When finished, click the blue arrow on the bottom right (“Outside Entity”) to proceed.

Step 4 - General:

- For each subsequent page of the form:
  - fill out all the required boxes with the necessary information
  - some questions may prompt additional questions based on your response
  - if prompted review a policy summary, read the policy language and check the box below to certify that you have read and agree to the relevant policy

- When finished, click the blue arrow on the bottom right of the page to proceed to the next step.
Step 4.1 – Outside Entity:

- Complete the empty boxes with **details about the entity** for which you will be performing the Outside Activity.
- If the Entity is a **startup company** that has or will license intellectual property from UA, please check the relevant box. (This will provide Tech Launch Arizona with access to your completed form.)
Step 4.2 – Proposed Outside Activity:

- Fill in the **Title and Role** in the above blue box.
- For the list of **Activity Types**, check each that applies and review any additional questions or policy summaries that are displayed.
- For **Location**, check all that apply. If you will perform the activity on campus, you must provide an exact location.
- For **Purpose**, briefly describe the purpose and scope of the Outside Activity. If you have a consulting agreement or other document that contains a “scope of work,” you may either copy and paste it into the box, or upload the document (see the red arrow, below).
Step 4.3 – Schedule:

- Fill in a Start Date and, if known, and End Date. Regardless of the End Date, you are responsible for seeking renewal within a year of approval for ongoing activities, as described in the form.
- List the number of hours per week you plan to spend on the Activity.
- Check at least one option under the Work Schedule options for when you plan to perform the Activity.

![Schedule](image)

Step 4.4.a – Financial Interests:

- This section identifies whether you also will need to complete a Financial COI Disclosure.
- Read the 3 questions. If you answer yes, you will be told the additional conditions that would result in you needing to complete a financial disclosure. If you need to do so, the financial disclosure system is available at: [http://rgw.arizona.edu/compliance/conflict-interest-program/individual-conflict-interest-research/instructions-completing-your-financial-disclosure](http://rgw.arizona.edu/compliance/conflict-interest-program/individual-conflict-interest-research/instructions-completing-your-financial-disclosure)

![Financial Interests](image)
Step 4.4.b – University Interaction:

- Check each item that is or may be true about the **relationship between your Outside Activity (or the Outside Entity) and the University of Arizona.**
- Certain responses will prompt you to certify that you have read and agree to the University’s Conflict of Interest in Procurement Policy.

![Checklist of relationship options](image-url)
Step 4.5 – UA Resources:

- **Note:** approval of your COC form does not constitute approval for the use of any resources listed in this screen. Separate approval is required.

- Check each box that applies.

  - For each positive response, you will be
    - asked to **provide a description** of the relevant resource; and
    - prompted with a description of the University’s requirements for seeking approval of the use of such resources.

- You should **upload any existing facilities use agreement or other similar agreement** at the bottom of this screen. If such an agreement has not yet been signed, it should be sent to coi@email.arizona.edu once complete.
Step 4.6 – Students and Other Trainees:

- Respond to **whether students or other trainees will be involved** in the Outside Activity.

- If you indicate “Yes,” you will be asked to:
  - Add a Student or Trainee;
  - Enter the student using the “people picker” function (use either last name or NetID); and
  - Describe (1) the Trainee’s role and (2) whether you supervise their research (either at the Outside Entity or at the University).

- Note: you can delete any students/trainees by clicking the red “x” by their names.

- **Complete this process for each student and trainee** who will be involved in the Outside Activity. Below is an example of a completed version:
Step 4.7 – Activity Detail:

- Fill in the requested information and answer the two questions.
- If you click “yes” for the “legal proceedings” question, the form will be made available to the Office of General Counsel for review.
- If you click “yes” for the “other postsecondary institution” question, the form will be made available to the Provost’s Office for review. You will also be asked to review a summary of the relevant section of the University Handbook on Appointed Personnel.
Step 4.8 – Research:

- Answer the two questions.

- A “Yes” response to the 1st question will prompt additional information for you to read and confirm.
- A “Yes” response to the 2nd question will ask additional questions about the extent of overlap between the Outside activity and your research obligations at the University. You must also confirm certain additional statements.

Step 4.9 – Intellectual Property:

- Answer the two questions.

- A “Yes” response to either will prompt additional information about the University’s Intellectual Property policy and your obligations under it, which include restrictions on your ability to use or assign ABOR-owned IP as part of your Outside Activity.
Step 4.10 – Special Conditions:

- Occasionally, your Department or College administration (or Supervisor) may wish to impose additional conditions, restrictions, or other terms in connection with their approval of this Conflict of Commitment Form. If you have discussed any such additions with your relevant approver(s), they should be memorialized on this step of the COC form.
- First, indicate whether any special conditions apply.

If you indicate yes, you will be able to either enter the conditions as free text, or upload a separate document that memorializes those conditions. You will need to indicate your agreement to the additional conditions by checking the box at the bottom of the screen.
Step 4.11 – Approvers and Reviewers:

- Because the COC form cannot automatically determine your supervisor(s), you will indicate that on this page.
  
  - Please note that if you are a researcher and have disclosed a financial interest in an outside entity through the COI Program’s separate Financial Disclosure System, please be aware that each individual added as an Approver or Reviewer on this form will also see a list of those entities for which you have submitted financial disclosures (although no financial information will be listed).
  
- You will need to select at least 1 primary approver.
  
- Similar to Step 4.6, you will add these individuals using the “people picker” function (use either last name or NetID).
  
- You may also select one or more “reviewers.” These are individuals who will be able to view, download and print the form, but who will not have an approval role. (They will also be able to designate additional reviewers, themselves.)
Step 5 – Certify and Submit:

- Please carefully read the information displayed on this page and indicate your agreement and certification of the information in the form by clicking the “Certify and Submit” button.

<table>
<thead>
<tr>
<th>Conflict of Commitment Certification:</th>
</tr>
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<tbody>
<tr>
<td>I have read The University of Arizona Policy on Conflict of Commitment, the University Handbook for Appointed Personnel (including Section 2.06.06 on Consulting or Other Outside Employment and Section 2.06.08 on Conflict of Interest), and any College or Departmental policies that may apply. I attest that this activity conforms to all ABOR and University policies, including the UA Intellectual Property Policy.</td>
</tr>
<tr>
<td>I will not grant, license or assign intellectual property rights to any person or entity in any manner that conflicts with my obligations, or ABOR claims of ownership, under ABOR Policy 6-508.</td>
</tr>
<tr>
<td>If relevant, I will update my financial conflict of interest disclosure form in accordance with The University of Arizona Individual Conflict of Interest in Research Policy and/or Institutional Conflict of Interest Policy.</td>
</tr>
</tbody>
</table>

- Congratulations! You are done!
- Once you submit, the following occurs:
  - A completed version of the form containing your responses will be displayed.
    - You may print this form or download an archive copy by clicking the relevant button at the bottom of the form. (You will need to scroll down all the way.)
    - If you think of an additional reviewer, you can also add them now or by returning to view your completed form at a later date (see Step 1, above).
  - An email will be sent to you acknowledging your submission.
  - An email will be sent to your primary approver, prompting them to review and make a determination on your submitted form.
  - An email will be sent to any listed reviewers, prompting them to review the form and download if necessary.
- You can log-in to the system at any point to see the status of your submission. Statuses include:
  - Unsubmitted / Working
  - Submitted
  - Primary Approval Complete, Secondary Approval Pending
  - Rejected
  - Rejected, Resubmission Requested
  - Approved By All
- Upon final approval of your form, an email will be sent to all approvers, reviewers and you indicating that the form was approved. If you indicated that 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.