

UNTHSC's COI eDisclosure is an online system for simple and effective submission, tracking and management of Conflict of Interest disclosures.

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Frequently Asked Questions

1. Who must complete the Annual COI Disclosure Form?

Roles	Requirements
Staff	UNTHSC Conflict of Interest eDisclosure Form
Anyone engaged in research with UNTHSC. In addition, all UNTHSC personnel, including but not limited to, administrators, faculty, staff, post-doctoral fellows, students, interns, residents, collaborators, subcontractors or consultants whose institutional responsibilities include the design, conduct or reporting of Research, funded, unfunded or proposed for funding.	Research Conflict of Interest Training and UNTHSC Conflict of Interest eDisclosure Form

2. Why do I need to file a COI disclosure?

UNTHSC expects all members of the University community to ensure that conflicts of interest and conflicts of commitment are reported in one's annual COI disclosure, and subsequently reviewed and appropriately managed, if necessary. Having a COI disclosure on record ensures that you are in compliance with federal, state, and University requirements.

3. Who has access to the information I submit in the COI System?

Within the University, the information provided in your disclosure is confidential and is only used for the purposes of administering the policy by the Conflict of Interest Committee and other University offices with oversight responsibilities, as

appropriate. Under certain circumstances, the University is required to make personal financial information publicly available to comply with federal and state law.

4. When do I need to complete my COI Disclosure?

At UNTHSC, COI disclosures are required annually in order to adhere to University regulations. If your circumstances change, you must file a revised COI disclosure within 30 days of the change to notify the University accordingly. New employees must file a COI disclosure within 30 days of their start date. COI disclosure periods run from **September 3rd to October 1st** of each year.

5. What information do I need to disclose on my COI disclosure?

Your COI eDisclosure form will provide detailed guidance on what kinds of circumstances you should disclose. You can also find this information on UNTHSC's Compliance webpage for Conflict of Interest.

Navigating Your Assigned COI eDisclosure Form

1. Navigate to [UNTHSC's COI eDisclosure](#), enter your EUID and Computer Password, then click **'Login'**.
2. The **'Home Page'**, has your most recent COI eDisclosure form to complete and submit. Click the **'Fill Out'** button to begin your disclosure.

To Do	Disclosure Form	Assigned
Fill Out	UNT- Form Review-Annual/Amended Disclosure Statement	7/31/2019

3. Review the **'Introduction/Instructions'** at the top of the page provides key information and tips for completing your COI eDisclosure.

Save and Submit Cancel Save and Complete Later Go To Summary



Welcome to UNTHSC Conflicts of Interest eDisclosure!

Conflict of Interest disclosure ensures that the people of the State of Texas may have complete confidence in the integrity of their public servants and demonstrate adherence to the highest ethical standards and principles of higher education staff and associated community members.

Please note the following:

- Unless stated otherwise, i.e. reaffirmations, the questions relate to your activities for FY2019. You may complete the questions in one session or save the partially completed disclosure for completion at a later time but disclosure must be submitted by **October 1, 2019**.
- Department of Health and Human Services (DHHS), require the disclosure of Significant Financial Interest (SFI) related to your institutional responsibilities and the interest of your immediate family members
- If you have no related outside activities or related financial interest to disclose, you **must still** answer the questions on the disclosure form and certify that you have nothing to report.
- All changes to a disclosure statement must be reported to the Institutional Compliance Office within thirty (30) days of the change.

Throughout the completion of your COI eDisclosure form, you will have guidance on what should be disclosed and what does not need to be disclosed. Please refer to this information or contact the Institutional Compliance Office with questions via Compliance@unthsc.edu; for Research Compliance contact Susan.Harlin@unthsc.edu.

ACTIVITIES WITH ENTITIES THAT CONDUCT BUSINESS WITH UNT HEALTH SCIENCE CENTER

DO DISCLOSE relationships/activities with entities that relate to UNT Health Science Center activities or that conduct business with UNT Health Science Center.

- My husband is a sales representative for [company name], which is an approved vendor for UNT Health Science Center.
- My partner works for a pharmaceutical company that sponsors research studies at UNT Health Science Center.
- My wife is a freelance writer who worked with my department for five years. She still occasionally writes articles for us.
- I am currently a member of the board of directors at [company name], which has a long-term contract to supply UNT Health Science Center with goods/services.

DO NOT DISCLOSE relationships/interests with entities that have no interaction with UNT Health Science Center .

4. The 'Relationships/Interests' questions asks you to respond, via 'Yes' or 'No' selection, whether or not you or an immediate family member who had a relationship with an entity that does business with UNT Health Science Center?

1) During the previous calendar year, were you or was any member of your immediate family a director, officer, partner, employee, an independent contractor of, an agent of, or a consultant to any entity that does business with UNT Health Science Center?

Yes No

5. If you do not have anything to disclose in response to this question, select 'No' and scroll down to answer the next question. If you do have something to disclose, select 'Yes' and fill out the fields that appear for each instance that needs to be disclosed.

1) During the previous calendar year, were you or any member of your immediate family a director, officer, partner, employee, an independent contractor of, an agent of, or a consultant to any entity that reports to the Health Science Center?

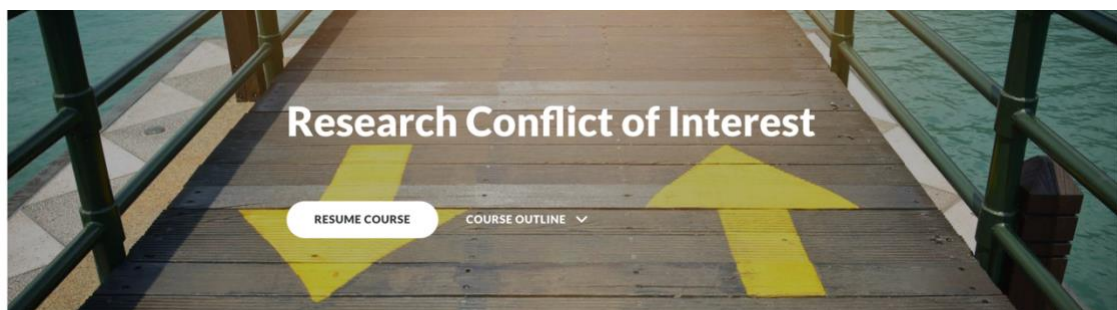
Yes No

Name of the person	Person's relationship to you	Name of business or businesses	Title or position of this person or persons	Describe the business	Nature of your relationship to it and/or that of your immediate family member	Was this relationship a significant financial interest?
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Update

6. Question : Are you involved in research requires a 'Yes' from all UNTHSC team members actively involved in research. *This includes anyone engaged in research with UNTHSC. In addition, all UNTHSC personnel, including but not limited to, administrators, faculty, staff, post-doctoral fellows, students, interns, residents, collaborators, subcontractors or consultants whose institutional responsibilities include the design, conduct or reporting of Research, funded, unfunded or proposed for funding.*

Answering 'Yes' will prompt Researchers to complete RCOI training and answer a series of 'Yes' or 'No' questions relating to Research Conflict of Interest. To complete the training requirement, a passing score of 70% or greater is required.



Status: **Passed** ↺

7. If you answered 'Yes' to a research related question, a **Significant Financial Interest** and/or a **Travel Form** will appear for you to disclose details.

RCOI Annual/Amended Disclosure Statement
Significant Financial Interests/Conflict of Interest Details

Annual Disclosure Statement

Based on the UNT Health Science Center Research Conflict of Interest Policy, I am disclosing the following Significant Financial Interests and/or other potential conflicts of interest that reasonably may affect my research or Institutional Responsibilities. I understand that Research includes proposed, funded, and unfunded activities. I understand that Significant Financial Interests include those of my spouse, partner, or dependent child.

An Entity is:

a. any corporation, business, partnership, sole proprietorship, firm, franchise, association, organization, holding company, limited liability company, joint stock company, receivership, trust, or any other legal concern organized for profit or charitable purposes, but excluding UNTHSC. An Entity also includes organizations where UNTHSC may participate on the Entity's board of directors or hold stock in the Entity;

b. any not-for-profit organization acting, directly or indirectly, as an agent for, a commercial organization; or

c. any other legal concern organized for profit or charitable purposes

Entity Name:

Entity Address:

To add additional entities select **“To add another Disclosure Statement, please select Add Another Entity”** or **“Add Another Entity”**

[To add another Disclosure Statement, please select Add Another Entity](#)

Updating Your Submitted COI eDisclosure

1. Log into [UNTHSC's COI eDisclosure](#).
2. In the Home page, expand the **“Show Disclosures to Update”** section.
3. If form is available for update, click on **“Update”** button.
4. Update any of the answers of the previously submitted form, and submit the form. A new version of the form is created.

Home Welcome, QA Participant2
Last logged in on 2017-08-22 at 21:46 [Help](#)


Disclosures I need to complete...

To Do	Disclosure Form	Assigned	Last Saved	Status
Fill Out	01 - August Test Campaign-Financial Disclosure	8/18/2017	8/18/2017	Start

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You have no attestations that need to be signed at this time.


HIDE DISCLOSURES AVAILABLE TO UPDATE

To Do	Disclosure Form	Assigned	Submitted	Reviewed	Status	View Disclosure
Update	02 - August Test Campaign-Financial Disclosure - V.1	8/14/2017			Available	

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[SHOW DISCLOSURE HISTORY](#)

View History of All Submitted COI eDisclosures

1. Log into [UNTHSC's COI eDisclosure](#).
2. In the Home page, expand the **"Show Disclosure History"** section
3. Click on the  icon to view disclosure

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HIDE DISCLOSURE HISTORY

Disclosure Form	Last Saved	Assigned	Submitted	Reviewed	Status	View Disclosure
02 - August Test Campaign-Financial Disclosure	8/21/2017	8/14/2017	8/21/2017		Submitted	
03 - August Test Campaign-Financial Disclosure	8/22/2017	8/15/2017	8/16/2017		Case Created	

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