

CONFLICT OF INTEREST (COI)

A basic, one-sheet primer on information YOU need to know

What is a Conflict of Interest (COI)?

A Conflict of Interest is a situation in which financial or personal considerations, circumstances, or relationships *may compromise*, may involve the *potential* to compromise, or may have the *appearance* of compromising an employee's objectivity in meeting their university duties or responsibilities.

Who must complete a COI disclosure?

- ALL faculty (including adjunct faculty; and emeritus faculty participating on a sponsored project)
- Postdoctoral scholars
- EHRA professionals paid from ANY source
- Graduate assistants and SHRA employees paid from ledger 5 (sponsored research) funds
- Research personnel engaged in the design, conduct, or reporting of a sponsored research project (including part-time and temporary employees)

When do I need to complete my COI disclosure?

- New employees who fall under one of the categories listed above must complete a COI disclosure within 30 days of their start date. Additionally, if your disclosed circumstances change, you must update your COI disclosure within 30 days.
- COI disclosure periods begin on August 16 and end on August 15 each academic year. Email notices reminding applicable individuals to complete their annual COI disclosure are typically sent in August or September. The deadline to submit this year's disclosure is September 28th.

How do I submit a COI disclosure?

At NC State, COI disclosures are filled out and submitted via the **online COI system** (Direct link: <https://www3.acs.ncsu.edu/coi/coimain.php>). The system will automatically select the appropriate COI disclosure form for you to fill out and guide you in determining what, if anything, you should disclose as required by federal and state laws and university regulations. Please visit the **COI System Help page** at <https://research.ncsu.edu/sparcs/compliance/coi-and-noi/coi-help/> for help and detailed instructions.

Why is it important for me to fill out a COI disclosure?

- ✓ Federal and state laws and UNC System regulations require it
- ✓ Helps the university avoid penalties for non-compliance with COI regulations
- ✓ Fosters transparency and demonstrates that your work will be conducted in an objective and unbiased manner, which in turn helps build and maintain public trust in the integrity of the university's faculty, staff, and research
- ✓ Guards continued support and funding for NC State research
- ✓ Helps your supervisor determine if you have a conflict of interest that may require a management plan (For information and questions regarding management plans, please visit the **Management Plan Guidance page** at <https://research.ncsu.edu/sparcs/compliance/coi-and-noi/coi-plan-help/>)

I still have questions!

Please visit the **COI Frequently Asked Questions page** at <https://research.ncsu.edu/sparcs/compliance/coi-and-noi/coi-faqs/> or email coi-noi-compliance@ncsu.edu. Additionally, **online COI educational modules** are available at <https://research.ncsu.edu/sparcs/compliance/coi-and-noi/coi-online-education-modules/>.