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COI Risk Manager Overview:

This tutorial is for COI Risk Manager, ECU’s electronic system for conflicts of interest and commitment and export control disclosure forms.

Access COI Risk Manager by going to https://ecu.ospreycompliancesuite.com/coiriskmanager or selecting COI Risk Manager in PiratePort. We recommend using Chrome, Firefox, or Microsoft Edge for this application from a laptop or desktop computer; the website is not yet optimized for mobile use.

After logging in, you will see a list of forms that are available to complete. Select the “Fill Out” button beside the appropriate form and answer all questions. Hover text and hyperlinks are embedded in the form to provide definitions, examples, and links to regulations.

You may save your progress at any time by selecting the “Save and complete later” button. When you are ready to submit, select “Save and Submit” and agree to the text in the attestation. Remember, to be in compliance you must complete disclosures on your own behalf.

If you inadvertently miss responding to a question, a notification link will appear at the top of the form. Clicking this link takes you directly to the question for completion.

The following errors occurred:

- Please respond to proceed.

Upon form submission, you can view additional forms to complete on the “Home” page or you can view submitted disclosures by selecting the arrow beside “Show Disclosure History.”

If you have any questions or concerns about conflicts of interest, please contact our office at (252) 744-1971, (252) 744-2395, or email us at oric@ecu.edu. If you have questions or concerns about export controls, call (252) 744-2395 or email us at ecuexportcontrols@ecu.edu.
Annual COI and Export Control Disclosure Form:

This tutorial will introduce you to the “Annual Conflicts of Interest and Export Control Disclosure.” All EHRA employees at ECU are required to complete this disclosure every fiscal year per University of North Carolina System policy. Forms are submitted in the COI Risk Manager system between July 1st and April 30th and must be updated within 30 days of obtaining a new financial interest.

The Annual Conflicts of Interest and Export Control Disclosure covers:
- Receiving income or honoraria for consulting or speaking engagements,
- Ownership or equity interests,
- Board memberships,
- Self-authorship,
- Intellectual property, and
- Positions or collaborations outside of the U.S.

To submit this form:
First, log in to COI Risk Manager by going to https://ecu.ospreycompliancesuite.com/coiriskmanager or by selecting COI Risk Manager in PiratePort.

Next, select the “Fill Out” button beside the Annual Conflicts of Interest and Export Control Disclosure.

Answer all questions and certify that you have completed this disclosure on your own behalf.

Our office will review your disclosure and contact you if further actions are required.

If you have any questions or concerns about conflicts of interest, please contact our office at (252) 744-1971, (252) 744-2395, or email us at oric@ecu.edu. If you have questions or concerns about export controls, call (252) 744-2395 or email us at ecuexportcontrols@ecu.edu.
Notice of Intent to Engage in External Professional Activities for Pay Form:

This tutorial will inform you about policies regarding the University’s External Professional Activities for Pay and direct you to the “Notice of Intent to Engage in External Professional Activities for Pay” form in COI Risk Manager. This policy covers EHRA employees who are seeking to engage in work related to their University duties but are being paid by an entity external to the University.

If you are planning to engage in an external professional activity for pay, you will want to make sure that you complete the necessary “Notice of Intent to Engage in an External Professional Activity for Pay” or “NOI” form at least ten calendar days before the engagement begins. Once submitted, your supervisor, or whoever is designated as the NOI approver for your department, will have ten calendar days to review the request. Please note that if this is an ongoing engagement—you have an adjunct appointment at another institution every year, for example—you will need to resubmit your notice of intent form annually.

Keep in mind that once the request has been approved, you should update you Annual COI Disclosure and then you may begin your external professional activity for pay engagement.

The “Notice of Intent” and “Annual Conflicts of Interest and Export Control Disclosure” forms can both be found in the COI Risk Manager system. After logging in, you will see the list of forms that are available to complete. Select the “Fill Out” button beside the appropriate form and answer all questions. Hover text and hyperlinks are embedded in the form to provide definitions, examples, and links to regulations.

If you have any questions or concerns about conflicts of interest, please contact our office at (252) 744-1971, (252) 744-2395, or email us at oric@ecu.edu. If you have questions or concerns about export controls, call (252) 744-2395 or email us at ecuxexportcontrols@ecu.edu.
Notice of Intent Reviewer Instructions:

This tutorial is for individuals who serve as the Notice of Intent to Engage in External Professional Activities for Pay form (NOI) reviewer. As a reviewer, it is your responsibility to approve or disapprove any NOI forms that you receive from individuals within your department.

When an employee has submitted their NOI, you will receive an automatic notification from the COI Risk Manager system.

To approve this NOI:

- Go to [https://ecu.ospreycompliancesuite.com/coiriskmanager](https://ecu.ospreycompliancesuite.com/coiriskmanager).
- Log in to COI Risk Manager and select “Review Disclosures” on the left-hand menu.

- Under the “Search” area, filter for “Status: Submitted” and “Campaign: NOI”. Then click the “Search” button. You will see any NOIs awaiting your approval in COI Risk Manager.

- Click the small icon that looks like a piece of paper to review the NOI.
When you have read the form and you intend to approve it, click the “Actions” button, and then select “Mark as Reviewed.” A notification box will appear confirming that you intend to approve this action. Click “OK” in this notification to approve the NOI.

Please note that by clicking “OK” the NOI form will be marked as “Reviewed” meaning that you have approved this NOI. This approval cannot be reversed.

External Professional Activities for Pay (EPAPs) are to be undertaken only if they do not:

1. Create a conflict of commitment by interfering with the obligation of the individual to carry out all primary University duties in a timely and effective manner.
2. Create a conflict of interest with respect to the individual's status as an employee of the University.
3. Involve any inappropriate use or exploitation of University resources.
4. Make any use of the name of ECU or any constituent institution within the UNC system for any purpose other than professional identification.
5. Claim, explicitly or implicitly, any University responsibility for the conduct or outcome of the External Professional Activity for Pay.

Additionally, External Professional Activities for Pay should generally be limited to no more than the equivalent of 20 percent (20%) of the full-time EHRA faculty or EHRA non-faculty employee’s contracted time during the appointment.

Please contact the employee who submitted the Notice of Intent to Engage in an External Professional Activity for Pay if you require additional details about this request.

Should you need further assistance, please call the Office of Research Integrity and Compliance at (252) 744-1971, (252) 744-2395, or email us at oric@ecu.edu.
Project Specific Disclosure Form:

This tutorial will introduce you to the “Project Specific Conflicts of Interest Disclosure” form. This form is for faculty, staff, students, or outside contractors who will be working on research or an activity funded by an external sponsor.

If you serve as the Principal Investigator (PI) on a project that is being submitted to an external sponsor, you are required to complete a Project Specific Conflicts of Interest Disclosure at the time of proposal submission. It is the PI’s responsibility to make sure that anyone who serves as an investigator on the project—anyone who contributes to the design, conduct, or reporting of research, regardless of whether or not the individual is identified as key personnel—also completes a Project Specific Conflicts of Interest Disclosure at the time of proposal submission. Please keep in mind that if there are any changes to your financial interests, an updated project specific disclosure will be required prior to the time of award.

The Project Specific COI Disclosure form is available through COI Risk Manager. Once you log in to the system, you should see a link for it on your home page. Select the “Fill Out” button beside the form and answer all questions. Hover text and hyperlinks are embedded in the form to provide definitions, examples, and links to regulations.

If you have any questions or concerns about conflicts of interest, please contact our office at (252) 744-1971, (252) 744-2395, or email us at oric@ecu.edu. If you have questions or concerns about export controls, call (252) 744-2395 or email us at ecuexportcontrols@ecu.edu.
Updating a Disclosure Form:

This tutorial will explain how to edit disclosure forms that have been previously submitted in the COI Risk Manager system.

Reasons to update a disclosure:

- Disclose a new financial interest or relationship
- Disclose a change in the type of the financial interest or relationship
- Eliminate a previous financial interest or relationship
- Make a correction or add clarifying information

Updating Your "Annual Conflicts of Interest and Export Control Disclosure" Form

The “Annual Conflicts of Interest and Export Control Disclosure” must be updated within 30 days of obtaining a new financial interest.

- Select the “Annual Conflicts of Interest and Export Control Disclosure” form under the “Show Disclosures Available to Update” tab.

- Edit your responses to the questions.

- Select “Save and Submit” and agree to the text in the attestation.

Updating Your “Notice of Intent to Engage in an External Professional Activity for Pay” Form

The “Notice of Intent to Engage in an External Professional Activity for Pay” form must be updated to include additional external professional paid activities you plan to be involved in during the fiscal year.

- Select the “Notice of Intent to Engage in External Professional Activities for Pay” form under the “Show Disclosures Available to Update” tab.

- Within the form, click on the “Update” button and select “Add Row” to include information for your additional activity in the data grid.
- Add a new row for each additional activity.

- Select “Save” within the data grid window. This disclosure will provide a snapshot of all of the external professional activities for pay that you are involved in over the fiscal year.

- When you are ready to submit your Notice of Intent form, select “Save and Submit” and agree to the text in the attestation.

**Updating Your "Project Specific Conflicts of Interest Disclosure" Form**

The “Project Specific Conflicts of Interest Disclosure” must be updated at the time of award if there have been any changes in your financial interests. This disclosure also needs to be updated within 30 days of obtaining a new reportable financial interest during the period of the award.

You will receive a clean form each time you complete a Project Specific Disclosure. This disclosure will always be available at the top of the page in the COI Risk Manager system under the “To Do” section.

- Select the “Fill Out” button beside the “Project Specific Conflicts of Interest Disclosure” form and answer all questions.

- When you are ready to submit your Notice of Intent form, select “Save and Submit” and agree to the text in the attestation.

**Viewing Disclosure Forms You Have Submitted**

Select “Show Disclosure History” to view submitted forms.