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Accessing the COI/COC Form

There are two possible ways to access the COI/COC Form.

1. Action Item on your Home Page: If you have not submitted your COI/COC form for the year, it should appear on your Home Page. Click 20XX Conflict of Interest/Conflict of Commitment (note the year will be updated annually).
2. Use the left-side menu to access the Forms & Reports page, and click on 20XX Conflict of Interest/Conflict of Commitment. (please note year will update annually)
COI/COC Form Overview

2019 Conflict of Interest/Commitment

Activity Period
Fall 2019

In the COI/COC form, please complete BOTH the Potential Conflicts of Commitment and Potential Conflicts of Interest sections. Please click Add and answer the questions as prompted for each conflict. If you have multiple conflicts, click "Save and Add Another" to open a new blank disclosure screen. When you are done entering conflicts for the section, click "Save and Go Back."

If you have recurring conflicts, you can select an "ongoing" end semester. Please ONLY use this option if the conflict is still active.

If you have no conflicts to report, you must still submit both a COI and a COC form by clicking on the Add button and answering No to the relevant acknowledgments. Please do not forget to select the appropriate start and end semesters covered by the form (Spring 2019 and Fall 2019). Please do NOT use "ongoing" as an end semester if you are reporting no conflicts. You will need to re-report any conflicts on an annual basis.

Note: All questions, both sections, must be answered and the final certification check box clicked, in order to save and submit your disclosure. To submit your disclosure form, click the SUBMIT FOR REVIEW button at either the top or bottom of your screen.

Conflicts of Commitment

As resources for the outside world, Boston College faculty are sought after nationally and internationally to share their scholarly expertise. While these external activities disseminate knowledge and often benefit the University as well as the public, a conflict of commitment occurs when a faculty member's commitment to external activities adversely affects his/her capacity to meet University responsibilities.

For the full Conflict of Commitment Policy, please visit the faculty handbook:
https://www.bc.edu/publications/faculty/policies/conflict.html

Conflicts of Interest

A research university promotes the public good by fostering the transfer of knowledge gained through university research and scholarship to the private sector. A conflict of interest exists in any situation in which a faculty member has an outside interest that might affect, or appear to affect, his or her judgment in carrying out University responsibilities.

For the full Conflict of Interest Policy, please visit the faculty handbook:
https://www.bc.edu/publications/faculty/policies/conflict.html
The COI/COC Form is used to report activities or interests external to the University. A conflict of interest exists in any situation in which a faculty member has an outside interest that might affect, or appear to affect, his or her judgment in carrying out University responsibilities. See the faculty handbook for additional information and examples.

Please note: if you have no conflicts to report, you must still submit a COI and COC disclosure to acknowledge the absence of any conflicts by clicking on and completing both Conflict of Commitment and Conflict of Interest sections of the form.
COC Section A: Potential Conflict of Commitment (Required)

In order to disclose a new conflict of commitment, locate the Conflict of Commitment section of the form and click Add. If you would like to expand or minimize a certain section of the form, click the triangle to the left of the section title.
COC Section A: Potential Conflict of Commitment (Required)

**Completing Your Conflict of Commitment Disclosure(s)**

<table>
<thead>
<tr>
<th>Potential Conflict of Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Semester</strong></td>
</tr>
<tr>
<td><strong>End Semester</strong></td>
</tr>
<tr>
<td><strong>Did you act in any compensated or non-compensated capacity for an outside entity during this calendar year or did you teach or hold a faculty appointment, full- or part-time, compensated or not compensated, in any other institution during this calendar year?</strong></td>
</tr>
<tr>
<td>If yes, indicate your role:</td>
</tr>
<tr>
<td><strong>Name of Outside Entity/Institution</strong></td>
</tr>
<tr>
<td><strong>Time Expended (please note hours or days)</strong></td>
</tr>
<tr>
<td><strong>Did you receive remuneration in excess of $5,000 for this role?</strong></td>
</tr>
<tr>
<td>If yes, how much did you receive?</td>
</tr>
<tr>
<td><strong>Was this work done during the summer only?</strong></td>
</tr>
<tr>
<td><strong>Is this a for-profit business?</strong></td>
</tr>
<tr>
<td>If yes, please explain</td>
</tr>
<tr>
<td><strong>Is this a foreign entity or institution?</strong></td>
</tr>
<tr>
<td>If yes, what country?</td>
</tr>
</tbody>
</table>

**Required:** Specify the appropriate start and end semesters covered by the form (typically Spring and Fall semester of that calendar year). Please do not select an 'Ongoing' end semester when there are no conflicts to report; instead, specify an exact end semester and year (e.g., Fall 2019). Answer “Yes” or “No” to acting in any compensated or non-compensated capacity for an outside entity or
holding a faculty appointment / teaching role during the calendar year (excluding summer months). If you answer “Yes,” please answer the subsequent questions related to the conflict.

Select your role from among the following:

You will then be asked to provide information about conflict including the name of the outside entity/institution, time expended, remuneration received, for-profit status of the entity, and foreign affiliation.
COC Section B: Certification

**Required:** Certify that you have provided true and complete information by clicking “Select” and “I agree.”

COC Section C: Attachments

Please ignore this section as attachments are not required as part of your Conflict of Commitment disclosure(s).
**Saving your Disclosure(s)**

If you wish to report another conflict of commitment, click **Save and Add Another**. If you have no additional disclosures, click **Save and Go Back** to return to the COI/COC home page. Clicking **Save** will save your answers but keep you on the same entry screen. Clicking **Cancel** will produce a pop-up window letting you know that you will lose your answers unless you saved first.
COI Section A: Potential Conflict of Interest (Required)

In order to disclose a new conflict of interest, locate the **Conflict of Interest** section of the form and click **Add**.
**COI Section A: Potential Conflict of Interest (Required)**

### Completing your disclosure(s)

<table>
<thead>
<tr>
<th>Potential Conflict of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Semester</strong></td>
</tr>
<tr>
<td><strong>End Semester</strong></td>
</tr>
<tr>
<td>Did you or a family member receive salary or any other form of remuneration, in excess of $5,000 in the last 12 months, from an outside entity or have a controlling or material interest in an outside entity that conducts activities that could relate to your teaching, research, or other responsibilities at Boston College, or that has or is seeking a business relationship with Boston College? *</td>
</tr>
<tr>
<td>If yes, please explain:</td>
</tr>
<tr>
<td>If the entity is foreign, what country?</td>
</tr>
<tr>
<td>Did you engage in any other activity that could be construed as a conflict of interest with your role as a full-time Boston College faculty member?</td>
</tr>
<tr>
<td>If yes, please explain:</td>
</tr>
</tbody>
</table>

**Required:** Specify the appropriate start and end semesters covered (typically Spring and Fall semester of that calendar year). Please do not select an 'Ongoing' end semester when there are no conflicts to report; instead, specify an exact end semester and year (e.g., Fall 2019).

You will be asked whether you or a family member received salary/remuneration, in excess of $5,000 in the last 12 months, from an outside entity or if you/a family member have control or material interest in an outside entity that could relate to your profession and responsibilities at BC. If “Yes,” use the text box to explain. Repeat the process for the additional questions.
COI Section B: Certification (Required)

**Certification**

In submitting this form I certify that the information is true and complete to the best of my knowledge.

Required: Certify that you have provided true and complete information by clicking “Select” and “I agree.”

COI Section C: Attachments

Please ignore this section as attachments are not required as part of your Conflict of Interest disclosure(s).
Saving your Disclosure(s)

If you wish to report another conflict of interest, click Save and Add Another. Click Save and Go Back to return to the COI/COC home page. Clicking Save will save your answers but keep you on the same entry screen. Clicking Cancel will produce a pop-up window letting you know that you will lose your answers unless you saved first.
Editing Your Disclosures

You can edit previously saved disclosure by clicking on the icon on the right. To delete an existing disclosure, click on .

If you choose to delete an entry, you will receive a prompt – “Are you sure you want to delete this?”

Choose “OK” or “Cancel”
Submitting Your Disclosures

When you are done with both the Conflict of Commitment section and the Conflict of Interest sections of the form, click . The Status section at the top will now indicate that the form has been submitted and the date it was submitted or edited, and the COI/COC will disappear from your Action Items in the Home page.
Viewing Previous Conflict of Interest/Commitment Forms

If you would like to view your Conflict of Interest/Commitment Disclosures from previous years, click “Forms & Reports” on the left sidebar menu.
After selecting “Forms and Reports,” you will see the following screen. Select “Prior Activity Input Forms” to view a list of your previously submitted disclosures.

Click the eye icon to the right of a report title to see past disclosures.