# Faculty Annual Report Guide: Conflict of Interest/Commitment (COI/COC) Form

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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 Dashboard (Home Page): If you have not submitted your COI/COC form for the year, it should appear on your Dashboard. Click [Conflict of Interest/Commitment 2017](#) (note the year will be updated annually).
2. Use the left-side menu to access the Forms & Reports page, and click on [Conflict of Interest/Commitment 2017].

(please note year will update annually)
COI/COC Overview

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. A conflict of commitment occurs when a faculty member’s commitment to external activities adversely affects his/her capacity to meet University responsibilities. See the faculty handbook for additional information and examples.
If you have no conflicts to report, you must still submit a COI/COC form by clicking on Add and answering the relevant acknowledgements. If you have any ongoing conflicts from a prior year, you may simply update those conflicts in the form by clicking on without having to add a new line unless a new conflict has arisen during the year.

To avoid having to retype a recurring conflict each year, you can select an 'Ongoing'' end semester. For recurring but discontinuous conflicts, you can copy from past COI/COC forms you submitted by clicking on the View All button. This will list past COI/COC forms you submitted. You can then click on to duplicate a previous form. Please do not forget to update the period covered by the new COI/COC form.

After completing the required form sections, click Save and Go Back and then click .
COI/COC Section A: Conflict of Commitment (Required)

**Appearance**

<table>
<thead>
<tr>
<th>Conflict of Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Semester*</td>
</tr>
<tr>
<td>End Semester*</td>
</tr>
</tbody>
</table>

- Did you act in any compensated or non-compensated capacity for an outside entity during this calendar year (excluding summer months)?*
- Did you teach or hold a faculty appointment, full- or part-time, compensated or not compensated, in any other institution during this calendar year?*

If you answered yes to one of these questions, please select role

**Editing**

**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, use Fall of that calendar year). Answer “Yes” or “No” to acting in any compensation 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,” to one of these questions, then select the role from among the following:
COI/COC Section B: Outside Entity (Required)

**Appearance**

<table>
<thead>
<tr>
<th>B</th>
<th>Outside Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Entity</td>
<td></td>
</tr>
<tr>
<td>Time Expended</td>
<td></td>
</tr>
<tr>
<td>Is this a For-Profit Business?</td>
<td>Select</td>
</tr>
<tr>
<td>If Yes, please explain</td>
<td></td>
</tr>
</tbody>
</table>

**Editing**

*Required*: This section is required if you answered yes to one of the questions in Section A.

If you answered “Yes” to the third or fourth item in Section A, then provide more information about the outside entity for which you had a role. Specify the name of the entity, the amount of time expended, and if it is a for-profit business (Yes/No). You have the option of including further explanation in the text box.
COI/COC Section C: Conflict of Interest (Required)

**Appearance**

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Did you or a family member receive salary or any other form of remuneration 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?*

If Yes, please explain

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?*

If Yes, please explain
```

**Editing**

Required: Answer the two Yes/No questions and include an explanation if you respond “Yes” to either or both questions.
COI/COC Section D: Certification (Required)

**Appearance**

![Certification](image)

**Editing**

**Required:** Certify that you have provided true and complete information by selecting “I agree.”
COI/COC Section E: Attachments (Optional)

**Appearance**

![Attachment Interface](image1)

**OR**

![Attachment Interface](image2)

**Editing**

Optional: You can upload file attachments or provide a URL to a website relevant to your COI/COC form.