

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

**Contents**

Accessing the COI/COC Form ..... 2

COI/COC Overview ..... 4

COI/COC Section A: Conflict of Commitment (Required) ..... 6

COI/COC Section B: Outside Entity (Required) ..... 8

COI/COC Section C: Conflict of Interest (Required) ..... 9

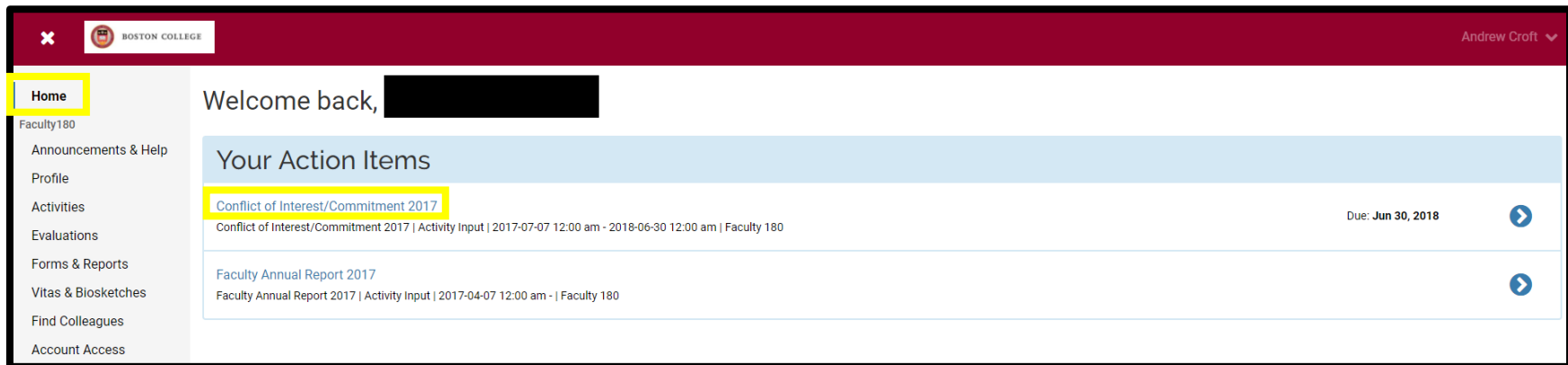
COI/COC Section D: Certification (Required) ..... 10

COI/COC Section E: Attachments (Optional) ..... 11

## Accessing the COI/COC Form

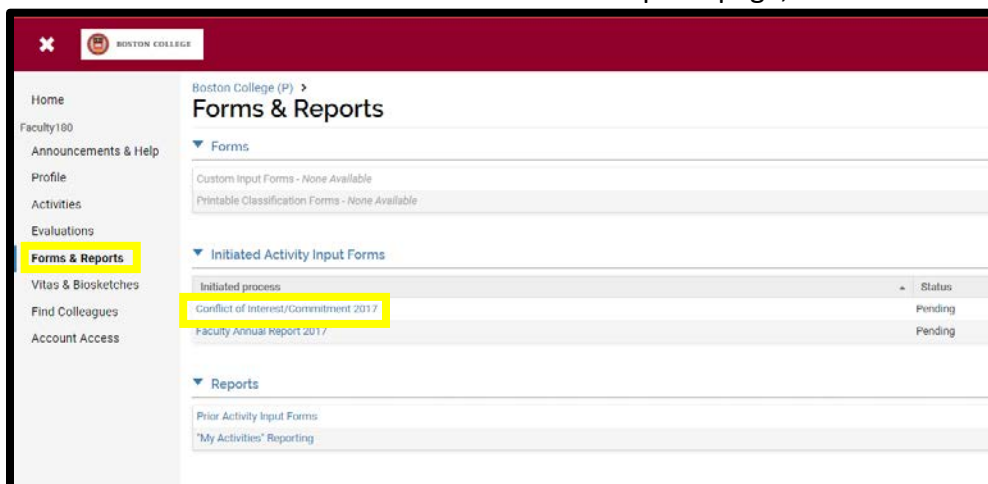
There are two possible ways to access the COI/COC Form.

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).



The screenshot shows a user dashboard for Andrew Croft. The top navigation bar is maroon with the Boston College logo and the user's name. A left sidebar contains a menu with 'Home' highlighted in yellow. The main content area features a 'Welcome back, [redacted]' message and a 'Your Action Items' section. This section lists two items: 'Conflict of Interest/Commitment 2017' (due Jun 30, 2018) and 'Faculty Annual Report 2017'. The first item is highlighted in yellow, and a blue arrow icon is visible to its right.

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

**Conflict of Interest/Commitment 2017**  
Spring 2017 - Fall 2017

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**Instructions**

**i** To complete the COI/COC form, please click 'Add' and answer the questions as prompted. When all sections have been confirmed, click 'Save and Go Back,' and then 'Submit.'

If you have no conflicts to report, you must still submit a COI/COC form by clicking on the 'Add' button and answering the relevant acknowledgements. Please do not forget to select the appropriate start and end semesters covered by the form. Please do not select an 'Ongoing' end semester when there are no conflicts to report.

If you have any ongoing conflicts from a prior year, you may simply update those conflicts in the form by clicking on the Edit (pencil) icon without having to add a new line unless a new conflict has arisen during the year. After finishing, click 'Save and Go Back' and then click 'Submit.'



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 the copy icon which looks like double sheets of paper. Please do not forget to update the period covered by the new COI/COC form.



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**Potential Conflict of Interest or Commitment** ? Help

Did you act in any compensated or non-compensated capacity for an outside entity during the academic year?	If so, please select role	Name of Entity	Your Role	Time Expended	Is this a For-Profit Business?	Did you teach or hold a faculty appointment, full- or part-time, compensated or not compensated, in any other institution during the academic year?	If Yes, please explain	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	In submitting this form I certify that the information provided is true and complete to the best of my knowledge.	Start Semester	End Semester	Actions
No						Yes	I hold an unpaid Visiting Scientist position at the Harvard T.H. Chan School of Public Health.	No		No		I agree	Fall 2016	Ongoing	

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  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  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  and then click .

## COI/COC Section A: Conflict of Commitment (Required)

### Appearance

A Conflict of Commitment	
Start Semester*	Select Semester ▼ Select Year ▼
End Semester*	Ongoing ▼ Ongoing ▼
Did you act in any compensated or non-compensated capacity for an outside entity during this calendar year (excluding summer months)?*	Select ▼
Did you teach or hold a faculty appointment, full- or part-time, compensated or not compensated, in any other institution during this calendar year?*	Select ▼
If you answered yes to one of these questions, please select role	Select ▼

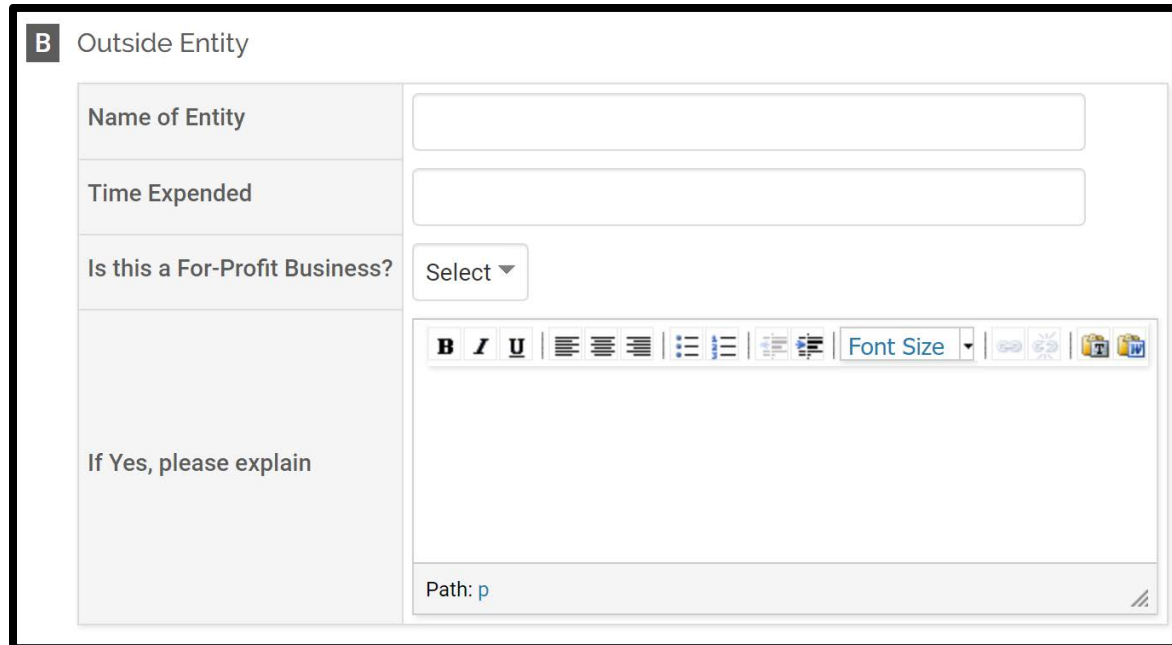
### Editing

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:

Select
Clinician
Consultant
Employee
Faculty Appointment
Independent Contractor
Teaching Role
Other
Select ▼

## COI/COC Section B: Outside Entity (Required)

### Appearance



The screenshot shows a form titled "B Outside Entity". It contains the following fields:

- Name of Entity:** A text input field.
- Time Expended:** A text input field.
- Is this a For-Profit Business?:** A dropdown menu with "Select" as the current option.
- If Yes, please explain:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Size, Undo, and Redo.
- Path:** A small text field at the bottom right containing the letter "p".

### 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

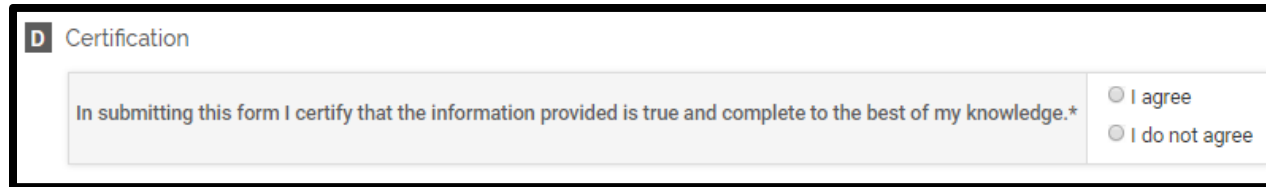
The screenshot displays a web-based form titled "Conflict of Interest". It contains two main sections, each with a question and a text input area. The first question asks: "Did you or a family member receive salary or any other form of remuneration from an outside entity or have a controlling or material 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?\*" Below this question is a text editor with the placeholder text "If Yes, please explain". The second question asks: "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?\*" Below this question is another text editor with the placeholder text "If Yes, please explain". To the right of each text editor is a rich text editor toolbar with options for bold, italic, underline, bulleted list, numbered list, link, unlink, font size, and other formatting tools. A "Select" dropdown menu is visible above each toolbar. The path for each editor is shown as "Path: p".

### 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**



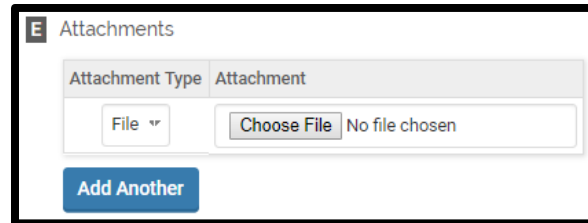
The screenshot shows a form section titled "D Certification". Below the title is a text box containing the statement: "In submitting this form I certify that the information provided is true and complete to the best of my knowledge.\*". To the right of the text box are two radio button options: "I agree" and "I do not agree".

### **Editing**

Required: Certify that you have provided true and complete information by selecting "I agree."

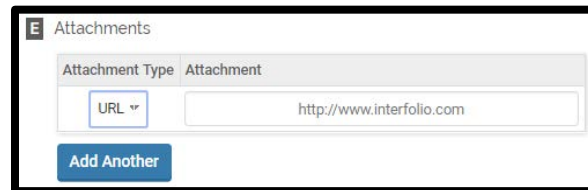
## COI/COC Section E: Attachments (Optional)

### Appearance



The screenshot shows a form titled "E Attachments". It has two columns: "Attachment Type" and "Attachment". Under "Attachment Type", there is a dropdown menu with "File" selected. Under "Attachment", there is a "Choose File" button and the text "No file chosen". Below the form is a blue "Add Another" button.

OR



The screenshot shows a form titled "E Attachments". It has two columns: "Attachment Type" and "Attachment". Under "Attachment Type", there is a dropdown menu with "URL" selected. Under "Attachment", there is a text input field containing the URL "http://www.interfolio.com". Below the form is a blue "Add Another" button.

### Editing

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