

WHO OVERSEES THE OAR?

The **Conflict of Interest (COI) Office** coordinates the conflict of interest compliance program at UC to assure compliance with federal and state laws and regulations as well as institutional rules and policies. The Office evaluates individual conflict of interest disclosures and assists employees who create a discovery or invention and who desire to transition that discovery into a technology development company. The Office also develops conflict of interest training, assists with developing and monitoring compliance with conflict management plans, and develops and monitors compliance with individual conflict of interest policies and procedures as they relate to externally funded research projects.

WHEN IN DOUBT, ASK FOR HELP!

For additional guidance regarding outside activities, the approval process, and the potential need for a conflict management plan, contact the **UC Conflict of Interest Office**.

WHO DO I CONTACT?

Contact the UC Conflict of Interest Office at (513) 556-5501

Send an email to the UC Conflict of Interest Office at ConflictofInterest@uc.edu or holly.bante@uc.edu

Come in person to the UC Conflict of Interest Office – University Hall 560
Office of Research Conflict of Interest Policy

<http://research.uc.edu/home/officeofresearch/COI/COIP.aspx>

CONFLICT OF INTEREST & OUTSIDE ACTIVITIES

For Faculty & Staff

Conflict of Interest Office
UC Office of Research
Conflictofinterest@uc.edu
513-556-5501

WHAT IS AN OUTSIDE ACTIVITY?

An outside activity is a non-university activity that is not part of an employee's university duties, including duties performed at UC and unpaid activities. Outside activities include employment, consulting, service on boards, and business activities including managerial positions. Finally, all financial interests, including but not limited to stock, cash and Limited Liability Company (LLC) interests should be reported and approved by the university. (Board Rules 30-21-02 and 30-21-03)

WHAT IS A CONFLICT OF INTEREST (COI)?

A university employee has a conflict when their outside activity or financial interest could potentially interfere with the employee's professional obligations to the university. A conflict of interest is a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest. Primary interests refer to the principal goals of the profession or activity, such as the health of patients and the integrity of research. Secondary interests include not only financial gain but also such motives as the desire for professional advancement and the wish to do favors for family and friends. (Board rule 10-17-08 & 10-17-09)

DOES THE UNIVERSITY OPPOSE OUTSIDE ACTIVITY?

No. The university supports faculty and staff engaging in outside professional activities and community service. University policy allows employees to participate in outside activities and hold financial interests as long as the conflict is disclosed, appropriately managed, and approved by the university prior to commencing the activity.

HOW DO I REPORT AN OUTSIDE ACTIVITY?

The Outside Activity Report (OAR) is the University of Cincinnati's web-based system for disclosure, review, approval, and management of:

- Collateral employment and outside activities
- Relationships or interest in other entities that may involve a conflict of interest

The information reported is confidential; only disclosed/used as required by university policy, rules, and applicable law. Access the OAR website at <https://webcentral.uc.edu/oarv2/>.

WHO MUST REPORT?

1. All employees, faculty and staff, with a full-time equivalency (FTE) of 50% or more.
2. All employees supported by external research funding.
3. Faculty and staff at less than 50% FTE may also be required to complete an OAR at the discretion of the administrative unit head.

WHAT MUST BE DISCLOSED?

1. Activities: consulting, speakers bureaus, service on advisory boards or committees, legal consultation, expert testimony, honoraria, chart review, lectures, teaching/instruction, professional publications, etc.
2. Equity interests (such as stock, stock options, or other ownership interests). Income from investment vehicles, such as mutual funds and retirement accounts, as long as the employee does not directly control the investment decisions in these vehicles, should NOT be disclosed.
3. Income (such as licensing fees or royalties) from intellectual property rights (such as patents or copyrights).
4. Licensed intellectual property (even if income has yet to be received).
5. Activities must be disclosed whether they are paid or unpaid.

WHAT DO YOU NEED TO DO? COMPLETE THE COI TRAINING

Faculty and staff who participate in funded research at the University of Cincinnati **must complete training on promoting objectivity in research.** This training is required every four years, at a minimum. This course is available in the UC online training application CPD (Continuous Professional Development).

https://webcentral.uc.edu/cpd_online2/compliance/category.cfm?id=141