University of Missouri eCompliance
How to submit a Conflict of Interest (COI) Outside Interest Disclosure Form (OIDF)

eCompliance is the reporting site for all consulting activities and outside interests. The system allows you to electronically fill out, update, and submit OIDFs. Once you submit a disclosure, the COI Office will process the information for review and, if necessary, steps will be taken to manage and minimize any potential conflict the outside interest may create. After review you will receive correspondence explaining any resolutions which were assigned to manage the outside interest. If you are being asked to report and you have nothing to disclose, you must still access eCompliance and submit a disclosure.

1. Go to the website: https://ecompliance.missouri.edu
2. Log into eCompliance using your University employee pawprint and password.
3. The first page you will see is a screen which allows you to select a compliance module. Click on the first module box labeled “Conflict of Interest.”

4. To access the OIDF, select “Submit your Outside Interest Disclosure Form.”

NOTE: After clicking “Submit your Outside Interest Disclosure Form,” a box will pop up giving you instructions for how to fill out the report. Read through the instructions and click “Create Outside Interest Disclosure Form.”

5. First, you will be asked to answer basic information regarding your University responsibilities. When you are finished answering the questions on the screen, click the “Save and Continue” button at the bottom of the screen. You must click “Save and Continue” at the bottom of each page to avoid losing your information.
5. After the first set of questions, there will be four (4) questions which will determine if you have any outside interests that need to be disclosed. If you answer “Yes” to any of these questions, you will be directed to a screen which allows you to add as many Outside Entities as necessary.

NOTE: You can exit the system at any time and return at a later date to complete your saved disclosure. To re-enter your saved disclosure, click “Documents” on the top left of your computer screen. This will direct you to your saved disclosure(s). Click the arrow next to the “Overview” button and select “Edit.”

7. On the “Directors” page, type the name of your immediate Supervisor/Department Chair and the name of your Divisional Dean/Director. Type the last name; comma; and the first name (ex: last, first). A drop down menu will appear allowing you to select the name of your Supervisor and Dean.

8. To submit your disclosure, you must check the box attesting to the accuracy of the questions you answered. After the box is checked, click “Submit” to complete your disclosure.

NOTE: You will be notified if you left any required information on the disclosure incomplete. You will not be able to submit your disclosure without completing all necessary information.

After you have submitted your disclosure: If there are any changes to the information you disclosed, please update your form as soon as possible. When you update your disclosure, all information you previously entered will automatically pre-populate.

If you have any questions or concerns, please contact the COI Office at coioffice@missouri.edu or call 884-3317 or 884-9954.