HOW TO UPDATE YOUR CONFLICT OF INTEREST/CONFLICT OF COMMITMENT FORM

Under [Collected Rule for Conflict of Interest, 330.015](#), University of Missouri (MU) faculty and exempt employees must annually update all active outside interests. **Prior to an employee engaging in Overlapping Business Activities, Consulting, or Teaching, a disclosure MUST be filed and the chair/supervisor and dean/director must approve or disapprove and if applicable the activity must be managed.**

[MU Conflict of Interest Office website](#)

**STEP 1: LOGIN AND NAVIGATE TO FORM**

**1.1:** Log into eCompliance using your PawPrint or email address and password 🌐

[eCompliance website](#)

**1.2:** Select *Conflict of Interest* module 🌐

**1.3:** Select *Update your COI/COC Form* 🌐

The University of Missouri recognizes that external activities congruent with the professional expertise or development of the employee and enrich the academic experiences of students. However, the primary commitment of the employee’s time and intellectual energies must be devoted to the education activities are encouraged, the integrity of the institution and of the research conducted by individual faculty with outside entities.

This Disclosure Form is utilized for a number of purposes including but not limited to:

- Management of Outside Activities (Conflicts of Interest)
- Review and Approval of Conflicts of Commitment
- Review and Approval of Outside Teaching Activity
- Review and Approval of Consulting Activity
- Overlapping Business Activities

In accordance with the [Collected Rule 330.015, BEFORE](#) an Employee enters into the following activities and if applicable such activity must be managed.

- Overlapping Business Activities

Office of Research and Economic Development
University of Missouri
STEP 2: UPDATE FORM AND SUBMIT

2.1: Answer the questions included in the Employee Information and Conflicts Disclosure Section. If you answer yes to any of the questions in the Conflicts Disclosure section, additional sections will populate allowing you to report any outside interests such as ownership/equity interest in a company, positions on advisory boards, consulting activities, etc.

2.2/A If you have no outside interests (based on your responses), you will be led to the submission page > read text and select box ▶️ > Submit

Your OIDF submission is complete.

2.2/B: If you have any outside interests (based on your responses), you will be led to Section 3: Outside Entities ▶️

✓ To ADD new interests, select Add an Outside Entity and answer queries for each added interest

✓ To EDIT active interests, select Review to right of entity

✓ To REMOVE expired interests, select Red X to right of entity

When finished updating entities, use the left side menu to navigate out of Section 3 (Section 4 is optional) > on submission page, read text and select box ▶️ > Submit

Your COIF/COCF submission is complete.