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

Under [Collected Rule for Conflict of Interest, 330.015](http://www.missouri.edu), University of Missouri (MU) faculty and exempt employees must annually update their 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.**

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

1.1: Log into eCompliance using your PawPrint or email address and password [Log in](http://ecompliance.missouri.edu)

1.2: Select **Conflict of Interest** module [Select](http://ecompliance.missouri.edu)

1.3: Select **Submit your COI/COC Form** [Submit](http://ecompliance.missouri.edu)

Office of Research and Economic Development
University of Missouri

Conflict of Interest Office
483 McReynolds Hall
University of Missouri
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1.4 Read the Reporting tips

*Select Continue [ ]*

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**COMPLETE FORM AND SUBMIT**

**STEP 2:**

**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. The Leadership Section is optional.

**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 Form 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.

Select Add an Outside Entity and answer queries for each interest.

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

Your Form submission is complete.