

EHRA Informational Guide for Submitting the Annual Conflict of Interest (COI) Form

EHRA Employees (faculty and non-faculty)

Use the following link to access the EHRA Annual COI Certification form. If you are unsure if you are an EHRA employee, please ask your supervisor.

The following link will take you to the landing page for the COI Certification form.

[EHRA - Conflict of Interest \(COI\) Annual Certification Form](#)

Instructions for Submitting the Annual Conflict of Interest (COI) Certification Form

Complete the first page with your supervisor's first name, last, name, and email. Click continue.

The next page will auto-populate with your information. Please review to make sure the information is correct.

Move on to answer "yes" or "no" to the questions in sections 1, 2, and 3.

Section 1: If you check yes, for any question in Section 1, please answer the question(s) in the drop-down box. If you are unable to answer the question in the dropdown box, please complete Appendix A. To complete Appendix A, open a new browser window and copy and paste the following web address into the browser bar: <https://hub.ncat.edu/administration/human-resources/documents/eo-er/appendix-a-coi-1.pdf>. Once you complete Appendix A, save it to your computer or One Drive and upload it as an attachment to the COI Certification Form

Section 2: If you check yes for any question in Section 2, please answer the question(s) in the drop-down box. If you are unable to answer the question in the dropdown box, please complete please complete Appendix B. To complete Appendix B, open a new browser window and copy and paste the following web address into the browser bar: <https://hub.ncat.edu/administration/human-resources/documents/eo-er/appendix-b-coi.pdf>. Once you complete Appendix

B, save it to your computer or One Drive and upload it as an attachment to the COI Certification Form.

Section 3: If you check yes, for any question in Section 3, please answer the question(s) in the drop-down box. If you are unable to answer the question in the dropdown box, please complete Appendix C. To complete Appendix C, open a new browser window and copy and paste the following web address into the browser bar: <https://hub.ncat.edu/administration/human-resources/documents/eeo-er/appendix-c-coi.pdf>. Once you complete Appendix C, save it to your computer or One Drive and upload it as an attachment to the COI Certification Form.

Please note that if you checked no for all questions 1-8, please review the sections on Secondary Employment and External Professional Activities for Pay to determine if you need to complete the Request for Approval of Secondary Employment or External Professional Activities for Pay Notice of Intent forms. If either of these forms is applicable to your situation, please complete it.

Please click link to complete a [Request for Approval of Secondary Employment](#). Once you complete the Request for Approval of Secondary Employment, save it to your computer or One Drive and upload it as an attachment to the COI Certification Form.

Please click link to complete an [External Professional Activity for Pay Notice of Intent form](#). Once you complete the External Professional Activity for Pay Notice of Intent form, save it to your computer or One Drive and upload it as an attachment to the COI Annual Certification Form.

After you complete the COI Certification form, it will then be routed to your supervisor for review.

Instructions for Supervisors

Once an employee submits the COI certification form, the supervisor will get an email notifying them that they have a COI document requiring the supervisor's review. Please note the email will have the subject: **"Human Resources Document—Signature Required for EHRA – Annual Conflict of Interest Certification – Annual Conflict of Interest Certification – Signature Required."** The email's body will have the employee's name who has submitted the COI form for the supervisor to review. Please click the link titled "Click Here to complete your section of the form." The link will take the supervisor to the COI form submitted by the employee and include any attachments to the form for the supervisor to review. The supervisor should review the form, sign, and then submit it. Please note that once the COI Certification form is signed, then the COI certification form and any information included or attachments to the form have

been approved. Once it has been submitted by the supervisor, the form and any attachments will be electronically sent to the Office of Employee Relations, Division of Human Resources.

If supervisors have any questions about what constitutes a conflict or the next steps after identifying a conflict, please email employeerelations@ncat.edu