

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

SHRA Employees:

Use the following link to access the COI Certification form for SHRA employees. If you are unsure if you are a SHRA employee, please ask your supervisor.

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

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

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

First Page/Screen: Complete with your **supervisor's** first name, last, name, and email. Click continue.

Second Page/Screen: The next page will auto-populate with your information. Please review to make sure the information is correct.

Question 1: If you check "yes" for the first question, please complete Appendix D. To Complete Appendix D, 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-d-coi-1.pdf>: After you complete Appendix D, you must upload it as an attachment to question 1.

Question 2: If you check "yes" for the second question, please review to see if a Request for Approval for Secondary Employment Form is applicable to your situation. If applicable, complete the Request for Approval for Secondary Employment Form. Select the 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 question 2.

Question 3: If you check yes, for the third question, please complete Appendix E. To Complete Appendix E, 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-e-coi.pdf>. After you complete Appendix E, you must upload it as an attachment to question 3.

If you checked “yes” for any questions 1-3, then you must complete the appropriate appendix or Request for Approval for Secondary Employment **before** you submit your form because you have to upload the required attachment for the form to be successfully submitted.

After you complete the form and attach the applicable appendices or Request for Approval of Secondary Employment, sign it to acknowledge the information is complete and correct and submit it.

The form will then be routed to your supervisor for review and approval. Your supervisor will review it and electronically submit the final signed copy.

Instructions for Supervisors:

Once an employee submits the COI Certification Form, the supervisor will get an email notifying them that says there is a COI document requiring review. Please note the email will have the subject: **“Immediate Attention: Human Resources Document—Signature Required for SHRA – Annual Conflict of Interest Certification.”** 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 COI certification form for the supervisor to review. Please note that once the COI Annual Certification Form is signed by the supervisor, then the COI Certification Form and any attachments to the form have been approved. Once the form is signed, and the supervisor submits the form, the form will then be electronically sent to the Office of Employee Relations, Division of Human Resources.

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