

Annual Conflict of Interest Action Plan

The State of Colorado, The Board of Governors, Colorado State University, and the Federal Government (where Federal Contracts and grants are involved) all have policies that require disclosure concerning an individual's associations with businesses and organizations external to the University. Our method of collecting this information is the Annual Conflict of Interest Disclosure within the Kualu Coeus Conflict of Interest system.

It is the responsibility of each department and unit to ascertain that a current Annual Conflict of Interest Disclosure is on file in Kualu by May 15 of each year. This should be completed upon initial employment and in conjunction with the annual performance evaluation. A memorandum listing all faculty and administrative professionals in the department and certifying that a current Conflict of Interest Disclosure is completed should be forwarded to the Provost's Office by May 15. All employees (including postdocs) that are listed as PI, co-PI or key personnel on a PHS funded grant should also be included in this process. This memorandum should be signed by the Department Chair and reviewed by the Dean or VP. Any missing disclosures should be noted and an explanation should be given regarding the reason for the missing disclosure and a target date for completion.

Please follow the steps below to create a memo using the eThORITY reporting system or create your own list using the attached memo template.

In eThORITY, there is a Custom Report that can be accessed listing all faculty, administrative professional employees and PHS key personnel in each unit. If necessary, departments can add information regarding the Reason for the Delay and Anticipated Completion Date for any employees who were unable to complete an annual disclosure before May 15. This report will be available in the Provost's memo format and it can be accessed through ethority.colostate.edu. (Please note, you must already be set up in eThORITY to access this with the correct permissions by having HR Protected and Trans Tags. Contact Missy Hein at Melissa.hein@colostate.edu if you have any questions)

From the Main eThORITY screen:

- Click on Custom Reports
- Click on Conflict of Interest
- Click on CR015dh – Department Head Entry
- Add your Department Head name to the correct department that you need your memo to be “From”
- Exit that screen – you do not need to save

Then

- Click on Custom Reports
- Click on Conflict of Interest
- Click on CR015 – Annual COI Memo to the Provost
- You will need to click on “Value” to add your department number. Three dots will then come up, click on those
- A list will come up, select your department number and unselect department 6993 (holding dept.)
- The list is comprised of who are current employees in the system that have not completed their COI (by Person Department Number). If you scroll to the right, you will see green columns that say “Reason for the Delay” and “Anticipated Completion Date”. Please double click the area and add the necessary justifications. When you have completed everything, you do not have to save. eThORITY is saving in the background.
- To generate the memo after you have completed the entry, click on:
 - File
 - Export
 - Under Format, click the down arrow and click on “Presenter: CR015 – Annual COI Memo”
 - Click Ok
- Your memo will automatically be generated for you. Print and sign then route to the Provost Office

MEMORANDUM

To: Dr. Rick Miranda
Provost and Executive Vice President

From:

Date:

Re: Annual Role and Responsibility Surveys

This memorandum certifies that a current Annual Role and Responsibility Survey is completed and on file for the following faculty and staff in the _____ Department.
[list all faculty and staff members]

The following have not completed their current Annual Role and Responsibility Survey:
Name Reason for Delay Anticipated Completion Date

Name	Reason for Delay	Anticipated Completion Date

Department Head Date

Dean or VP Date