



August 24, 2023

RE: Reminder, Conflicts of Interest and Commitment

Dear Colleagues,

The university's [Conflict of Interest \(COI\) & Commitment \(COC\)](#) policy requires that all employees, i.e., faculty and staff, must disclose through the [eDisclosure](#) system all outside work, outside professional service (even if unpaid), and any financial or substantial interests in external organizations. In many cases, but not all, the COI or COC can be accommodated through an approved management plan. Outside work or service must be disclosed prior to its beginning. All employees and DCCs are required to take the applicable trainings.

- [Conflict of Interest Required Disclosure Training](#) (Required for all Investigators)
- [Institutional Conflict of Interest Training for University Administrators](#)

To aid employees, the eDisclosure system reminds users annually if they've filed in the past and this notice will be shared at the beginning of each fall and spring semester with all employees. Compliance is extremely important because the outcome from a COC or COI inquiry can be cause for disciplinary action up to and including dismissal, including for faculty with tenure or continuing status.

The university's Conflict of Interest Office can be contacted at (520) 626-6406 or email coi@email.arizona.edu. Business Officers also receive training should you have questions.

Regards,

Jon Chorover
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