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# Conflict of Interest & Commitment (COI/COC) Office FY25 Annual Certification Kick-Off

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**Ask RCRA**

**October 17, 2024**

# Important Dates

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The FY 25 Annual Certification  
Cycle is **December 1, 2024-**  
**February 28, 2025.**



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# Importance of Disclosure:

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- Ensure compliance and adherence to regulations!
- Ethics of Transparency
- Good Science requires objectivity
- Avoiding Legal Issues



# Annual Certification = Confirmation of Outside Activities:

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Individuals at Emory University are expected to report (i.e., disclose) any **outside activities, relationships, or interest** ("outside activity") with an **external entity (e.g., company, organization, etc.)** to Emory COI/COC Office for a **conflict of interest (COI)** review prior to beginning the activity.

*Examples include:*

*Consulting for a company, serving as an expert witness, founding a new start-up company*

# Disclosure Requirements

## DISCLOSURE REQUIREMENTS

	INTERNATIONAL TRAVEL	INTERNATIONAL COLLABORATION	SPONSORED RESEARCH	OUTSIDE ACTIVITY
RESEARCHER	✓	✓	✓	✓
NON-RESEARCH FACULTY	✓	✓	✗	✓
STAFF	✓	✓	✗	✓
VISITING SCHOLAR	✗	✓	✓	✗

- SPONSORED RESEARCH INCLUDES EXCHANGE OF MATERIALS OR DATA
- OUTSIDE ACTIVITIES INCLUDE PATENTS, STOCK, GIFTS, CONSULTING, CONTRACTS, BOARD SERVICE, FTRP, MFTRP, ROYALTIES, LICENSE FEES
- INTERNATIONAL TRAVEL IS REVIEWED BY EXPORT CONTROLS, RESEARCH SECURITY, AND GLOBAL STRATEGY & INITIATIVES OFFICES; PRE-TRAVEL BRIEFINGS ARE PROVIDED AS APPROPRIATE.
- [LOANER DEVICES](#) ARE AVAILABLE AND HIGHLY RECOMMENDED.

# Disclosure Obligations:

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Individuals have an obligation to avoid conflicts of interest and commitment when carrying out their **external/outside interest/activities** (submission of a **Pre-Approval Request via Emory University enterprise online COI/COC submission platform, eDisclose**)

*All external relationships, domestic and international, should be transparent and disclosed in a manner consistent with applicable requirements, including federal and state laws/regulations/agency guidance and Emory University's own policies and procedures.*

# Annual Disclosure/Certification Process:

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You will receive an email notification from the **enterprise online COI/COC submission platform, eDisclose**, to complete your Annual Certification

- Review the training page in eDisclose (*As the discloser, only you can certify that you have completed the training*)
- Review and update **any previously reported** outside interests
- Disclosing **any new** outside interests

# Completion Requirements:

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- Faculty/staff (may include **adjunct faculty** and **emeritus faculty** )- *Please confirm with your department liaison*
- Postdoctoral scholars
- Research personnel engaged in designing, conducting, or reporting sponsored research (including part-time and temporary employees).



# Resources and Reminders:

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- COI/COC Webpages
- SharePoint page on Annual Certification
- COI/COC Virtual Office Hours on Tuesday and Thursday 10 am-11 am link on [SharePoint Annual Certification Page](#)

The annual certification cycle is from **December 1, 2024-February 28, 2025**

Disclosure Requirements:

- Within 30 days of onboarding to Emory University
- Within 30 days of discovery or acquiring a new significant financial interest (SFI)

# Thank You!



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