CONFLICT OF INTEREST AND COMMITMENT DISCLOSURE REQUIREMENTS

WHAT NEEDS TO BE DISCLOSED?

SIGNIFICANT FINANCIAL INTERESTS

In order to continue to comply with federal requirements and institutional policies for timely and adequate Conflicts of Interest and Commitment disclosures in accordance with Emory policies 7.7, 7.38 and 13.3.A researchers involved in the design, conduct or reporting of research activities are required to update their disclosure profile throughout the year to reflect changes in or any additional Significant Financial Interests (SFIs) within thirty (30) days of learning of or acquiring the financial interest.

EXTERNAL PROFESSIONAL ACTIVITIES

Before you participate in external professional activities, you must submit a pre-approval request (PAR). PLEASE SUBMIT the PAR as far in advance of the activity as possible so that your department and school have time to review the activity. Please note: external activities approved via the pre-approval request form, if they meet the criteria of being an SFI, should be added to the disclosure profile after the activity is over. Once the PAR has been approved, you can then engage in the activity.
The following are considered Professional Activities:

- Paid or unpaid activity conducted on behalf of another institution based upon professional expertise/knowledge. Some examples:
  - Consulting for a company,
  - Serving as an expert witness for a legal matter,
  - Serving on the Board of Directors for a profit or non-profit organization
  - Founding a new start-up company,
  - Holding an adjunct faculty appointment,
  - Holding outside employment.

FOREIGN PROFESSIONAL ACTIVITIES/ INTERNATIONAL TRAVEL

Any remuneration (honoraria, travel and accommodation reimbursement, honoraria, stipends, fees, etc.) from a foreign entity (government or institution) must be reported prior to the activity via the pre-approval request form.

Please visit the Conflict of Interest and Commitment website here for additional details on what to disclose: https://rcra.emory.edu/coi/coi-coc-requirements.html

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HOW DO I DISCLOSE?

You can access both the disclosure profile and the pre-approval request by logging into eDisclose via this link with your Emory netID and password: https://ediscloseemory.huronresearchsuite.com/

For step-by-step instructions for submitting a pre-approval request and updating the disclosure profile, please see the user guide for disclosers.

WE CAN HELP!

HELP!

If you need technical assistance with the eDisclose system (e.g. account set up, accessing your disclosure profile, trouble logging into the system etc.), please contact ORA-IT Help at ORAITHelp@emory.edu

If you need any additional assistance, please contact the Conflict of Interest and Commitment Office at 404-712-0046 or via email at eDisclose@emory.edu.

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