

# *Conflict of Interest (COI)*

## *Outside activities*

### *Dos and Don'ts*

#### *DOs*

- **DO** disclosure via eDisclose during your initial onboarding to Emory University
- **DO** update eDisclose within 30 days of any changes to your relationship with the entity including:
  - Receipt of additional compensation
  - Additional time spent on your outside activity
  - New consulting or advising responsibilities
  - Proposal to participate in University research that will be supported by the entity will evaluate or develop technology that is related to the entity's commercial interests, or that could affect the value of the entity or its technology, products, or services
- **DO** submit an updated disclosure of significant financial interest (SFI) **annually during the annual certification period (December-February)** The updated disclosure will include any new or updated SFIs.
- **DO** disclose your financial interests in the entity in any related University IACUC or IRB protocols. This includes protocols associated with research that will be sponsored by the entity, that will evaluate or develop technology that is related to the entity's commercial interests, or that could affect the value of the entity or its technology, products, or services.
- **DO** review and adhere to disclosure requirements of funding agencies or other organizations. When required, disclose your interests in the entity in all applications or proposals for research funding.
- **DO** understand that you are initiating this outside activity in your personal capacity and not as a university employee. You are not covered by university insurance policies when performing work for the company.
- **Staff – DO** ensure the time spent on your outside activities occurs only during your personal time.

- **DO** ensure any remuneration for your outside activity is provided directly to you. The entity may not provide remuneration to the University for consulting, advising, or other services you provide to the entity under your agreement.

## **DON'T's**

- **DON'T** use or disclose any confidential or non-public University information or data.
- **DON'T** use University funds or resources. Resources include University facilities, personnel, students, and equipment. University policy permits incidental use of resources for such activities if the use does not interfere with your official duties or the duties of other University employees. Your department chair or other equivalent supervisor determines what incidental use, if any, is appropriate.
- **DON'T** sign an agreement that permits the entity to use University logos, trademarks, or service marks.
- **DON'T** participate in university business decisions involving the entity. This includes decisions to purchase products or services from the entity.
- **DON'T** sign an agreement that restricts your ability to conduct or publish University research.