HOW TO COMPLETE YOUR CONFLICT OF INTEREST/CONFLICT OF COMMITMENT DISCLOSURE FORM

Under [Collected Rule for Conflict of Interest, 330.015, University](#) of Missouri faculty and exempt employees must fully disclose conflicts of interest/conflicts of commitment. The chair/supervisor and dean/director must approve or disapprove, and if applicable, the activity must be managed.

[MU Conflict of Interest Office website](#)

**STEP 1: LOGIN AND NAVIGATE TO FORM**

1.1 Log into eCompliance using your SSO or email address and password

[eCompliance website](#)

1.2 Select **Conflict of Interest** module

1.3 Select **Update your COI/COC Form**

[Submit your COI/COC Form](#)
**STEP 2: COMPLETE FORM AND SUBMIT**

2.1 Answer the questions. If you answer yes to any of the questions in the Outside Interests section, additional sections will populate allowing you to report any outside interests/activities such as ownership/equity interest in a company, positions on advisory boards, consulting activities, etc.

2.2/A **If you have no outside interests (based on your responses),** you will be led to the submission page select boxes > then select Submit Your COI/COC Disclosure Form submission is complete.

2.2/B **If you have any outside interests (based on your responses),** you will be directed to **Section 3:** Outside Entities

![Conflict of Interest Review](image)

- **To ADD new interests,** select Add an Outside Entity and answer queries for each added interest
- **To EDIT active interests,** select Edit to right of entity
- **To REMOVE expired interests,** select Red X to right of entity

![Outside Entities](image)

Conflicts of interest can arise from various sources, such as financial interests, familial relationships, or personal connections. It's crucial to disclose these conflicts accurately and completely to ensure transparency and compliance with ethical standards.