

## Conflicts of Interest Categories

Conflict Categories	Relationships	Financial Interests	Board Involvement	External Activities	Other
<b>Summary</b>	For this category, faculty and staff should report any family members, individuals with whom you currently or previously have a romantic relationship, or individuals with whom you have a close personal relationship that that are employed by The University of Alabama in any capacity.	A financial interest refers to a situation in which an individual or entity has a financial bias or incentive that could compromise their ability to make objective and impartial decisions or that might appear to give them an unfair personal benefit.	You, a family member, or an individual in which you have a close personal relationship have a leadership role or serve as a member of a board, committee, federal agency, or task force that is related to your personal expertise and/or engages in business with UA.	This includes external activities, that are compensated including but not limited to monetary compensation, other than working for The University of Alabama that is related to your professional expertise or with an entity that does business with UA.	This category is intended as a place to report things that aren't covered in other categories.
<b>Definitions and additional information</b>	<p><b>Family:</b> Includes those related by blood, marriage, step relationships, in-laws, and by sharing a household.</p> <p>Also includes those who are married or living together, and those who share a child (regardless of marital or household status).</p> <p>Report all relationships with other UA employees even if you don't necessarily see that relationship as a problem.</p>	<p><b>Business Relationships:</b> You or your family member worked for or owned a business that does business with UA.</p> <p><b>Travel:</b> You are reimbursed for travel sponsored by a 3<sup>rd</sup> party.</p> <p><b>Gifts Given/Received:</b> Gifts over \$32 per occasion or totaling more than \$64 per year.</p> <p>This is separate from and does not replace the annually required Statement of Economic Interests required by the State of Alabama.</p>	It is not necessary to report religious, social, or civic board involvement that has no bearing on your work at UA unless that organization seeks to do business with UA.	Does NOT include service to professional associations and learned societies; membership on professional or scientific review or advisory panels; presentation of lectures, papers, concerts, or exhibits; participation in seminars and conferences; reviewing or editing scholarly publications and books; service to national or international associations, foundations, or on governing boards closely aligned with or related to faculty work; work or service required to maintain credentials or board certifications related to the University position, etc.	If you have questions about what should be disclosed through this category, please contact Compliance, Ethics, and Regulatory Affairs at <a href="mailto:coicompliance@ua.edu">coicompliance@ua.edu</a> or 205-348-2334.

# Conflict of Interest Disclosure Tips

## Accessing Convercent

You will receive an email from "noreply@convercent.com" notifying you that you have one or more items to review and complete in Convercent. When you click the link in the email, you will be routed to the UA login portal where you can login with your myBama username and password.

You may also access Convercent from the employee tab in myBama or directly at Convercent.com. If you use either of these options, simply enter your myBama email address (that's your myBama username followed by @ua.edu) to be re-routed to the UA login portal.

## Getting Started

Once you log into Convercent, you will see an assignment similar to the one shown in the screenshot below. You'll need to click Start to continue.

**Do NOT use the "My Disclosures" option in the sidebar menu. This causes the system to generate an ad-hoc form that does not satisfy the annual disclosure assignment.**



## Completing the Disclosures

1. You will be presented with a list of conflict categories. If you have something to disclose, click "Yes, Enter Now" to move into the disclosure form for that topic and enter your information. If you do not have anything to disclose for that category, just check the box for No.

Board Involvement

Do you, a family member, or an individual in which you have a close personal relationship have a leadership role or serve as a member of a board, committee, federal agency, or task force that is related to your personal expertise and/or engages in business with UA? Please check "no" if you have nothing to disclose.

YES, ENTER NOW

No

2. Read the question for each category carefully. Click "Yes, Enter Now" if you have something to disclose or check the box for "No" if you have no conflicts in that category.

**NOTE: You must provide an answer for each category in the list.**

3. If you click "Yes, Enter Now," you will be routed to the disclosure questions for that category. Please answer the questions completely. Providing a full explanation here, prevents the need for further questions later on. If you have a written management plan or supporting documentation that can help clarify the situation, please attach it.

When you are finished, click "Save" at the bottom of the screen to return to the category list.

Board Involvement

Do you, a family member, or an individual in which you have a close personal relationship have a leadership role or serve as a member of a board, committee, federal agency, or task force that is related to your professional expertise and/or engages in business with UA? Please check "no" if you have nothing to disclose.

0006aa23	Board Involvement	TODAY	UPDATE	🗑️
<a href="#">+ ADD ANOTHER</a>		<input type="checkbox"/> I have nothing else to disclose in this category		



- 4. You may enter multiple disclosures for each category. If you need to enter another disclosure, click "Add Another."

**Note: Please do NOT enter multiple conflicts within the same disclosure. Each potential conflict must be documented separately.**

### Finishing Up

The final step is to review the list to ensure that each category either has a check for "No" or "I have nothing else to disclose in the category," and then click "Submit" at the bottom of the form.

External Activities

Have you been involved with any other external activities, that was compensated including but not limited to monetary compensation, other than working for The University of Alabama that is related to your professional expertise or with an entity that does business with UA? Involvement with a board, committee, task force, or federal agency should be disclosed in the Board Involvement section. Please check "no" if you have nothing to disclose.


0005aa23	External Activities	8/2/2023	UPDATE	🗑️
<a href="#">+ ADD ANOTHER</a>		<input checked="" type="checkbox"/> I have nothing else to disclose in this category		

Other

Do you have any other potential conflicts of interest to disclose that are not identified in other categories? Please check "no" if you have nothing to disclose.

<a href="#">YES, ENTER NOW</a>	<input checked="" type="checkbox"/> No
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[CANCEL](#) [SUBMIT](#)



### Summary

After your disclosure is submitted, you will receive confirmation emails for each category. The information you entered will be reviewed by the appropriate departments. You may be contacted for additional information, if necessary.

### Questions

If you need help or have questions about completing your disclosure, please contact us at [coicompliance@ua.edu](mailto:coicompliance@ua.edu) or 205-348-2334.