Conflict of interest (COI) Online Reporting System
Instructions for Completing the COI Questionnaire
SU Faculty and Staff

A. Accessing the COI Questionnaire

According to your status as a full-time or regular part-time faculty or staff employee, trustee, or other category, you will be completing a COI questionnaire customized for that population. Each question requires a 'yes' or 'no' response by clicking on the appropriate radio button.

1. The conflict of interest questionnaire must be accessed by logging into MySlice using your NetID and password.
2. Once you have logged into MySlice look for the pagelet box that says Conflict of Interest and select the link that says 'Click Here.'
3. You will be taken directly to your survey. If you have completed a survey in previous years the information will pre-fill.
4. Take a moment to review your answers and make sure the answers provided are still correct for the current year

B. Completing the COI Questionnaire

1. Upon answering 'yes' to any question, a text box will appear where a full description of the COI situation should be written. The questionnaire cannot be completed without all questions being answered and any open text boxes being filled in. ***Please include as much descriptive information as you can in the text box to provide the reviewer with enough knowledge to evaluate the significance of the COI you are reporting.***
2. Text boxes for selected questions may contain further questions to be answered via check-boxes**,** pull-down menus, or additional text.
3. Question #5 requests information on other family members who may also work at SU. If your answer is 'yes' please complete 1 panel for each family member. Click the '+' box to open a new panel for each additional family member as needed. Click the '-' box to delete a family member if he/she no longer works for SU.
4. Click on **"*OK*"** to return to the questionnaire once you have entered all pertinent information in the text box. Review your yes/no answers for accuracy.
5. Click on **"*Complete*"** after the last question. This will bring up a disclaimer page with a check-box indicating the person completing the questionnaire understands SU's Conflict of Interest policy and has answered all questions truthfully. Upon checking the box, the completed COI questionnaire will then be automatically routed to Office of Audit and Management Advisory Services (AMAS).

C. Evaluating Employee Reported COIs

1. If a COI is reported, designated personnel will either approve the questionnaire as presented or, depending on the potential significance of the reported COI, forward it to the **senior executive level official** responsible for the unit in which you work for further review.
2. The **senior executive level official** will determine the significance of the reported COI and decide what (if any) management plan should be put in place to address it.
3. If a management plan is determined to be needed, the **senior executive level official** will work in coordination with the Dean of your department and Human Resources to develop an appropriate COI management plan for the specific circumstances.

D. <u>Subsequent Events</u>

At any time after submitting your COI questionnaire, you may **view your completed form** by repeating step **A-1 above** and clicking **"Yes"**, however you will not be able to change or edit a previously submitted questionnaire. When finished viewing your COI questionnaire, click **"Home"** to return to the MySlice main page.

If at any time during the year a new COI situation develops, or there is a change or correction to a previously reported COI, **you are obligated to report the matter promptly** by completing a new COI questionnaire. Call or email the office of Audit and Management Advisory Services (x5150 or coiamas@syr.edu) and a **new questionnaire form will be created** for you to complete in the same manner as described above.