Online Conflict of Interest Disclosure

Quick Reference Guide

Online Conflict of Interest Disclosure	
Purpose:	The purpose of this document is to describe the steps to access, complete, and submit an online conflict of interest disclosure, including the final step to acknowledge after Senior Leader review.
Audience:	University of Calgary employees
Pre-requisites:	Ensure you understand the definition of Conflict-of-Interest and the associated rules, including the requirements for disclosure.
Related Resources:	University of Calgary's Code of Conduct Procedure for Conflict of Interest Procedure for Managing the Employment of Related Persons Concurrent Employment and Appointments Procedure for Conflict of Interest - Commonly Asked Questions website
Important Note	If you are submitting an annual disclosure with a conflict and there is no change required, copy the previous year's disclosure, and make a note at the top that there is no change.

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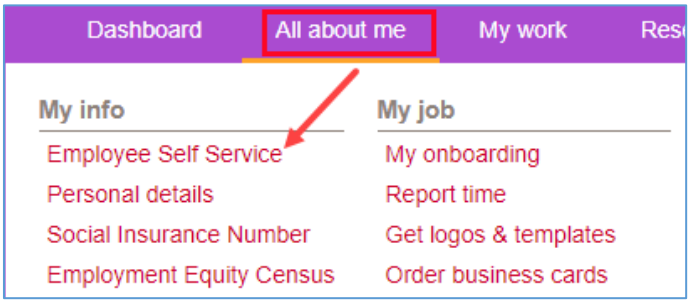
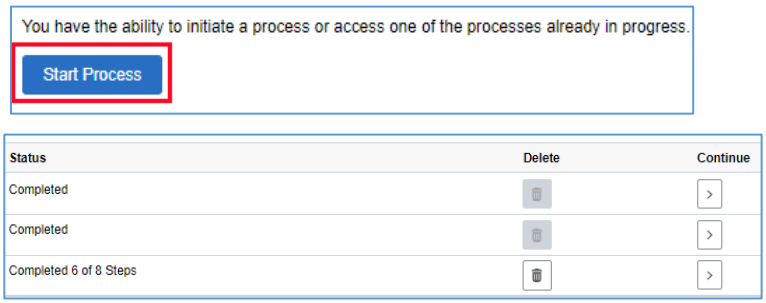
How to access the form

Navigation On the MyUCalgary portal, navigate to All about me → Employee Self Service	
Select the Conflicts of Interest tile on the Employee Self Service home page.	

How to submit a disclosure

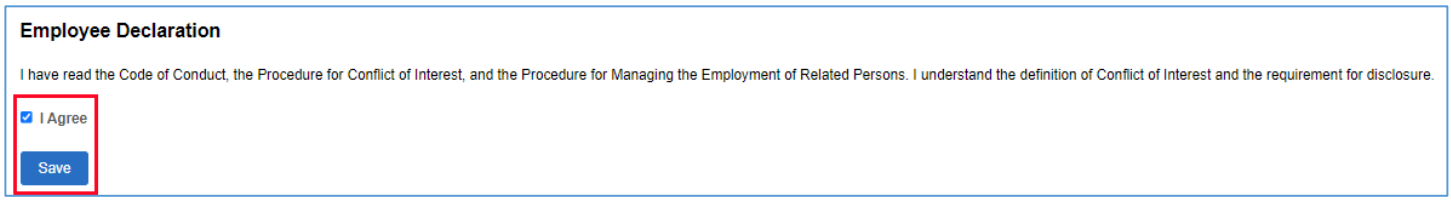
Start a new disclosure or continue an existing disclosure If this is the first submission, the introduction page will open automatically. Otherwise, existing disclosures will be accessible to review, if completed, or continue, if in progress. Select the "Start Process" button to initiate a new form or the "Continue" arrow to open an existing form.	

Enter your conflict of interest disclosure information

The introduction includes links to important information and resources. Click the "Next" button to continue.

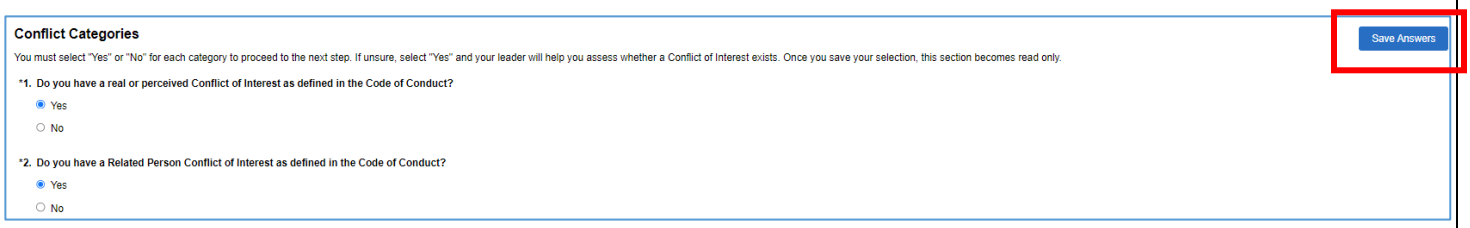
The left side menu in the form provides quick navigation between the steps.

The Employee Declaration step is required before continuing with the process. Select the "Previous" button to return to the information links in the Introduction. Select the "I Agree" box and "Save" to continue.



The Reporting Conflict step provides important information about the Conflict-of-Interest types and categories. Select the “Next” button to continue.

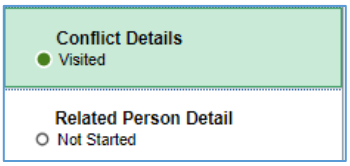
Select “Yes” or “No” to indicate which (if any) conflict categories are applicable, then Save Answers. Once the answers are saved, this section becomes read-only. If unsure, select "Yes" and provide details in the next step.



If there are no conflicts to declare, the process ends. No further action is required.

If a conflict is declared under one or both of the categories, the next step provides the opportunity to include relevant details and context.

New tabs will appear in the left menu, depending on the “Yes” and “No” selections in the previous step.



How to report a conflict or concurrent appointment

If the conflict-of-interest category was selected in the Conflict Categories step, add the applicable details of the conflict.

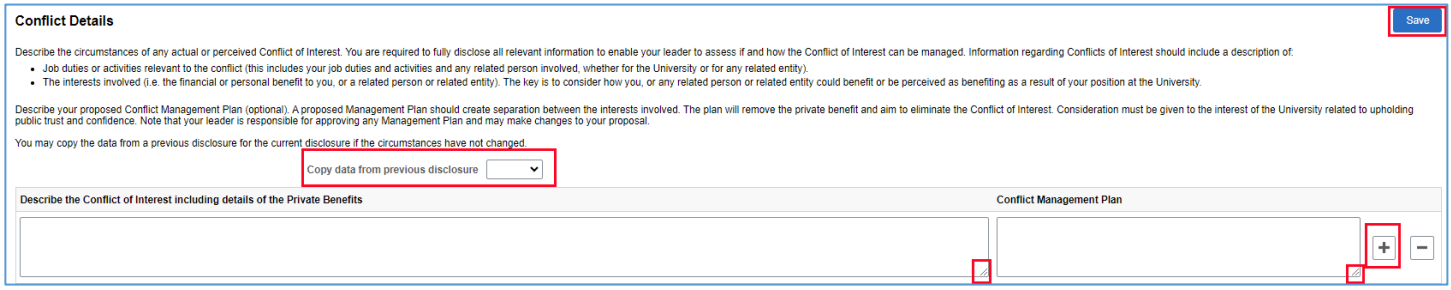
If the conflict is the same as one from a previous disclosure, select the “Copy data from previous disclosure” drop down and select the applicable disclosure. The fields will auto-populate but can also be edited. If you are submitting without editing, make a note at the top to indicate no change.

Be sure to add as much detailed information about the conflict of interest as you are able. This will help you and your senior leader have a fulsome conversation about the conflict, and work with you to put a suitable conflict management plan in place.

For concurrent employment, include the employer, start date and duration of employment, nature of the work, hours per week, and the type of remuneration (employment, research grant managed by UCalgary, research grant managed by third-party, other).

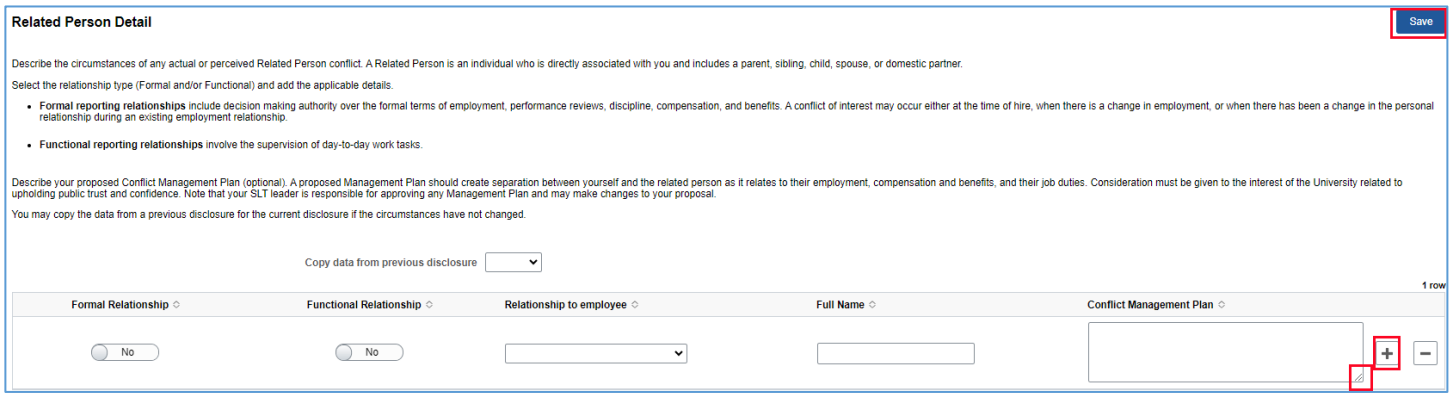
You may include a proposed management plan for discussion with your Senior Leader. Your leader may add or update the final conflict management plan details prior to approving.

If there is more than one conflict to disclose, select **+** to add more rows. Drag the bottom right corners of the text boxes to expand and view multiple rows of content. Select the "Save" button. Updates can still be made up to the time of submission.



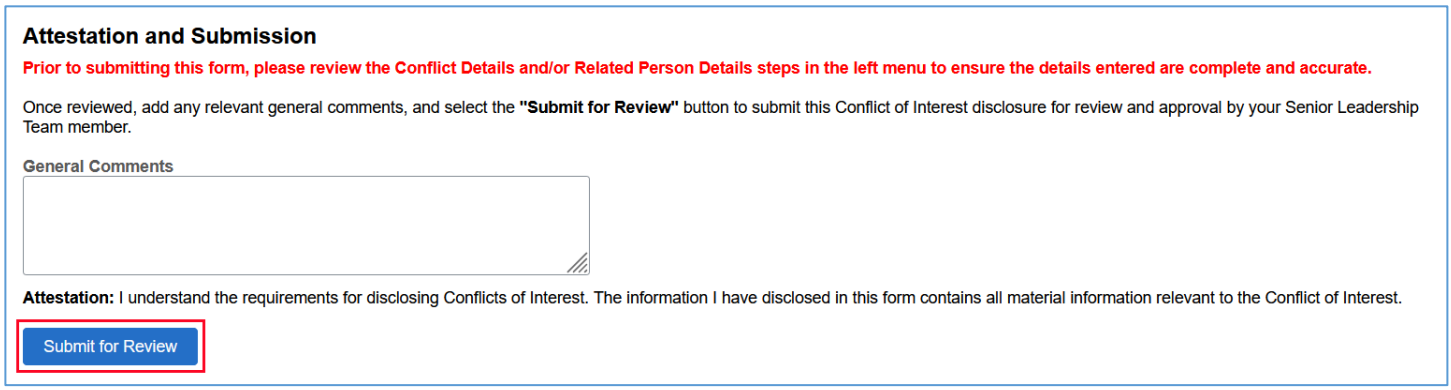
If a the related person detail category was selected in the Conflict Categories step, select the type of relationship, and provide the related person details. Again, please include as much detail as you can.

Select the "Save" button. Updates can still be made up to the time of submission.



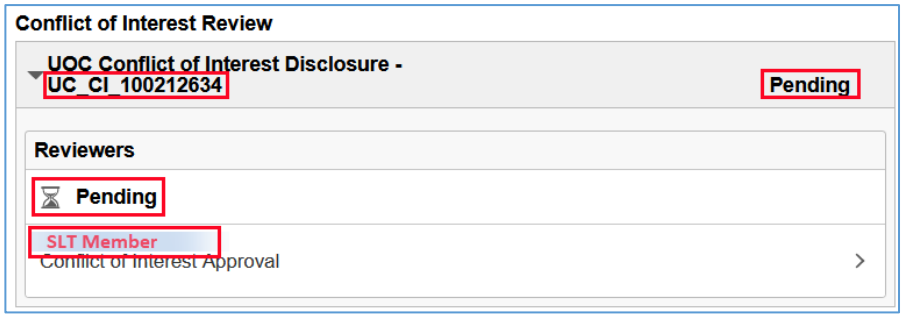
Submit – don't forget this step – your disclosure is not complete until it has been submitted!

Ensure that your disclosure is complete and accurate prior to submission. Once it is submitted it can be opened and viewed, but it is no longer editable.



Pending Approval

Once submitted, the Approvals step displays the unique identifier for the form, the "Pending" status, and the name of the Reviewer (Senior Leadership Team member).



How to acknowledge and finalize your disclosure and management plan

Next Steps

Unless the conflict of interest and proposed management plan is very straightforward, you can expect to have a discussion with your senior leader. Once you have agreed on a conflict management plan, or that there is no way to manage the conflict and you must eliminate it, your leader will finalize the disclosure by "approving" the form (even if you are directed to eliminate the conflict) and the disclosure will route back to you for the final step.

It is important to acknowledge the SLT approval of the disclosure to complete the process. When the approval notification email is received, navigate back to the Employee Self Service home page, and select the Conflicts-of-Interest tile.

1. Select the "Continue" arrow to open the applicable form.

2. Carefully review the management plan/direction and the SLT comments to ensure accuracy before acknowledging. The form is read only. If further discussion or updates are required, it may be necessary to acknowledge the current form and submit a new form. If at any time the circumstances regarding the conflict change, submit a new form.

3. Select "I Agree" and Save. This completes the process for this submission.

Employee Final Acknowledgement

I have reviewed the final Conflict of Interest disclosure and Management Plan approved by my Senior Leadership Team member. I understand and agree to the requirement to implement the Management Plan as discussed and documented in the form.

If this is a final decision to deny the Conflict of Interest approval by my Senior Leadership Team member due to an unmanageable conflict, I understand and agree to the requirement discussed and documented in the form.

If at any time following the submission of the Conflict of Interest disclosure, there is any material change to the information I have disclosed in this form regarding the potential, perceived, or real Conflict of Interest or the employment of Related Persons, either by way of addition or deletion, I shall immediately submit a new Conflict of Interest disclosure form.

☐ I Agree

Save

The Audit Details section displays the Date/Time Stamp for the acknowledgement.

Audit Details

User ID

Date/Time Stamp 2024/01/10 10:49:22AM

How to view and print a PDF of your disclosure

View and print

From the Conflict of Interest tile in Employee Self Serve, select the Print button.

Conflicts of Interest

You have the ability to initiate a process or access one of the processes already in progress.

Start Process

Conflict of Interest Disclosures 3 rows

Conflict of Interest ID	Empl ID	Date Created	Status	Print	Delete	Continue
2024-1	04265852	2024-01-23	Completed			
2024-2	04265852	2024-11-12	Completed			
2024-3	04265852	2024-11-14	Completed 4 of 8 Steps			

The button opens a PDF which you can download and save, or print for your records. It can be viewed at any step in the process.