Conflicts of Interest (COI) and External Professional Activities for Pay (EPAP) Management System
Access Pirate Port via ECU Homepage
(www.ecu.edu)
Login to Pirate Port
Select AIR – COI and External Activities

Human Resources

- AIR - COI and External Activities
- Cornerstone Employee Training
- Employee Profile
- People Admin
- Reporting Structure
- Treasured Pirate
- Kronos
Click Continue to Login
Enter Pirate ID and Passphrase

ECU Single Sign On

Pirate ID:

Password:

Sign In
Select External Professional Activities for Pay
Contact information displayed is for reference only and cannot be revised on this screen. For assistance with updating your contact information, please contact the business manager for your department.

Contact Information will pre-populate
Select “Sponsor Not Listed” to search for sponsors

Enter sponsor name
EPAP Disclosure Form

3) Time Commitment
- Total number of hours to be devoted to activity: 
- Total Number of University Business Hours (M-F, 8-5), including travel time, that will be missed due to this activity: 
- Estimated duration of activity (length of time):
  - Less than a month
  - 1-4 months
  - More than 4 months
- Do you have a 9-month or 12-month appointment?
  - 9-month
  - 12-month
- On average, how many hours per WEEK will be devoted to this activity within the current fiscal year, ending June 30th?
- Identify any classes, meetings, or other University duties that will be missed because of involvement in the proposed activity and state what arrangements have been made to cover any such duties.

4) University Resources
- Will this activity use any University resources (personnel, products, facilities, equipment, administrative infrastructure, etc.)? (see ECU Policy Manual)
  - Yes
  - No

5) Additional Information
- Please provide any additional information that is relevant to this disclosure.

Check the Box to certify

“Save and Continue” to submit
EPAP Submission Complete
How to submit a notice of intent to engage in external professional activities for pay for an activity previously performed.
Duplicate submission for a future activity

Select “My EPAP Requests” from the Home screen.
Duplicate submission for a future activity

Select “Duplicate” to begin a new submission
Questions? Please Contact Us!

Location
ECU Greenville Centre
2200 South Charles Blvd
Suite 2500

Sierra Fountain  Administrative Support Specialist
252-328-9473
fountains@ecu.edu

Hiromi Sanders  Research Compliance Officer
252-328-9474
sandersh@ecu.edu