

**Instructions for Completing
Annual Report of Faculty/Staff Compliance with the
ECU Conflict of Interest (COI) and Commitment Policy
Faculty Manual, Appendix I**

1. Using your internet web browser, go to <http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>
2. Click on “Unit Report Form” under Annual Conflicts of Interest Reporting Forms for Faculty/EPA Staff and Admin Units”.
3. Save (download) the Unit Report form to your computer.
4. Open the Unit Report form using Adobe reader or any pdf viewer.
5. Type the name of the Chair/Unit Supervisor in the box labeled “Chair/Unit Supervisor”.
6. Type in the name of the reporting unit.
7. Insert the names of those faculty or EPA staff that completed a COI disclosure (Forms A, B, C, or D) in the lines provided for “Compliant Faculty and EPA Staff”. Use additional forms as needed.
8. For each name where a COI was disclosed (any “Yes” answers in Form A), then click on the box that a COI was disclosed. A check mark will appear in the box.
9. For each name that did not disclosed a COI (all “No” was checked” in Form A), then click on the box that a COI was not disclosed. A check mark will appear in the box under “No”.
10. For each COI disclosed (any Yes box checked on the question “Was a Conflict of Interest Disclosed”), click either “Yes” or “No” if a COI management plan was in place.
11. Insert the names of those faculty and EPA staff that did NOT complete a COI disclosure (Form A, B, C, or D) in the lines provided for “Not-Yet Compliant Faculty and EPA Staff”. Provide a brief explanation for each person listed on a separate document. Make every effort to get those who are “Not-Yet-Compliant” to complete their COI disclosures so that you can move them into the “Compliant” section.
12. Print a copy of the report and sign the report. Save a copy for your files.
13. To save a signed copy of your report electronically, you must scan the completed and signed report.
14. Send a copy of the completed and signed unit report and a copy of COI disclosures of those who disclosed a COI to the address below by campus mail.

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15. If you need assistance with the form or have questions about a COI, please call John Chinn at 252-328-9473 or send an email to chinnj@ecu.edu.