

UAMS COI Onboarding Checklist

When Must Disclosures Occur?

- Annually W/in first 2 weeks of employment W/in 30 days of a change in discloseable “significant interest”
-

What Must be Disclosed?

- “Significant Interests” of employee/immediate family, “reasonably related to employee’s responsibilities,” including:
 - Equity interests (stock, stock options, or other ownership interests);
 - Licensed intellectual property rights (patents, copyrights, etc.) or income from intellectual property rights (licensing fees, royalties, etc.);
 - Payments or other remuneration from outside organizations (salary, consulting fees, honoraria, paid authorship or travel reimbursement);
 - Fiduciary Relationships (service on board of directors, unpaid appointments to foreign agencies or institutions of higher education)
 - Receipt of gifts, endowments, sponsored travel, or other in-kind contributions
-

Where Must COI Disclosures Occur?

- Muse System <http://www.muse2.uams.edu>
-

What Are the Additional Applicable Policies for Consulting?

- Industry Interaction Policy - UAMS Admin Guide 4.4.12
 - Applies to “Healthcare Industry”
 - Consulting agreements must 1) be in writing, 2) provide for fair market compensation 3) defined period
 - Prohibitions:
 - “Speakers Bureaus,” Ghostwriting, and Gifts from Industry
 - Patent & Copyright Policy – U of A Board of Trustees Policy 210.1
 - Paragraph D provides suggested intellectual property clause for external consulting agreements
 - See Information For UAMS Faculty on Outside Consulting: <https://coi.uams.edu/wp-content/uploads/sites/152/2020/08/UAMS-Consulting-Policies-Summary-final.pdf>
-

How is Approval Obtained for Consulting/Outside Employment?

- Outside Employment Policy – U of A Board of Trustees Policy 450.1
 - Approval must be obtained in advance through approval system maintained by the UAMS Provost.
 - Outside employment system can be accessed at: <https://secure.uams.edu/OutsideEmployment/Login.aspx>
 - Questions about approval process/issues regarding access should be directed to the UAMS Provost Office at 686-5672.
-

What Are the Additional Roles of Deans/Chairs?

- Comment on/approve Outside Employment requests in the outside employment system maintained by the UAMS Provost
- Review of Weekly Disclosure Summary provided by automated email from MUSE
 - a. This email should arrive every Friday at or around 2:00 pm.
 - b. When reviewing disclosures reported for employees within your chain of command, feel free to provide your opinion or added information regarding the reported interests using the Dean or Department Chair Review function listed under “My Current Actions.”
 - i. Any opinions or added information will be considered by the COI Office and ACOIC when performing its COI analysis.
- Manage issues regarding Conflict of Commitment
- Advise employees seeking guidance on Institutional policies re: COI, Outside Employment, interacting with Healthcare Industry, Gifts, or other State ethics policy to contact the UAMS COI Office at 686.6447.