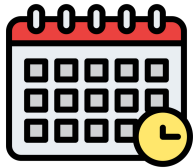


Conflict of Interest Program Quick Guide

A quick guide for members required to submit a Conflict of Interest disclosure



WHEN to Report

- Faculty and staff are required to submit a disclosure **annually**.
- Disclosures must be updated within **15 calendar days** of any change or new conflict.
- New faculty and staff should submit a disclosure within **30 calendar days** of start date.



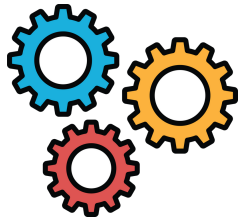
WHAT to Report

- Conflicts of Interest
- Outside Activities
- Conflicts of Commitment (faculty)



HOW to Report

- Go to **<https://conflict.nd.edu/>** to access the disclosure system.
- Scan the **QR code** here.



Disclosure Process

- The disclosure is routed to a Designated Reviewer to ensure any conflicts are categorized correctly.
- If the conflict needs management and oversight, the Designated Reviewer will work with you to develop a Management Plan.



For More Information

- **Reach out** to your Designated Reviewer
- **Visit** <https://conflictpolicy.nd.edu>
- **Email** conflicts@nd.edu