



The University of Vermont

WHAT TO DISCLOSE

A guide for covered persons required to submit disclosures under UVM's Conflict of Interest/Conflict of Commitment and Nepotism Policies



WHEN TO REPORT

Covered persons are required to submit an annual disclosure and then to update disclosures as circumstances change. Report changes or updates within **30 days** of the identification or the acquisition of the new interest.



WHAT TO REPORT

Outside interests including outside employment, consulting, other professional activity or service, whether paid or unpaid, ownership interests outside of UVM that are the same or similar to your UVM duties, benefits or supports for activities at UVM from an outside source including free and "in-kind", support for activities outside of UVM that are related to your work at UVM.



HOW TO REPORT

UVMClick is the University's online disclosure system. A link to the **UVMCLICK LOGIN** along with user guides can be found here.



REVIEWING DISCLOSURES

Disclosure forms are reviewed by a designated reviewer who will determine whether a conflict exists. Employees are notified of any next steps once the review is complete. Determinations including management plans will be uploaded into UVMClick.



MORE INFORMATION

Reach out to your reviewer with any questions or concerns. For any other questions, contact the following:

- Guidance on UVMClick
- COI/COC program website or email coi.coc@uvm.edu.
- FCOI in Sponsored Research website or email conflictofinterest@uvm.edu.

For more information, visit [GO.UVM.EDU/COI-COC](https://go.uvm.edu/coi-coc)