

Process Title: M-Inform Oversight

**Process Overview and Steps**

M-Inform is the on-line system for managing Conflict of Interest/Conflict of Commitment (COI/COC) disclosures. This document describes procedures for the oversight and administration of this system by UMOR HR.

All UMOR employees are required to complete the annual COI/COC disclosure through M-Inform. In addition, employees must fully disclose or update any outside activities as they arise or are identified, within 30 days of the acquisition or change to such an activity.

UMOR HR staff will review on a quarterly basis the following reports available through M-Inform:

- Access by User
- Disclosure by Unit
- Employees for Unit

In the event that an employee does not complete the required disclosure process, UMOR HR staff will follow this escalation process:

1. Employee will be notified via e-mail, with a cc: to supervisor, that disclosure is required and asked to complete within a specific timeline of two weeks
2. Employee will be reminded twice, weekly, during this two week period
3. If the employee does not complete the disclosure, UMOR HR staff will contact the supervisor directly with a cc: to the UMOR Associate Director for HR
4. Further noncompliance with this requirement could result in disciplinary action.

**Procedure Applies To**

All UMOR employees

**References**

- [SPG 201.65-1](#) – Conflicts of Interest and Conflicts of Commitment
- [M-Inform: Maintaining Department Information](#)

**Relevant Definitions**

UMOR – U-M Office of Research  
 Conflict of Interest/Conflict of Commitment (COI/COC)

**Responsible for Reviewing and Updating Procedures:**

UMOR Associate Director of Human Resources

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Page 1 of 1	Review Date:	