

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 OVPR HR.

All OVPR 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.

OVPR 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, OVPR 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, OVPR HR staff will contact the supervisor directly with a cc: to the OVPR Director of HR;
4. Further noncompliance with this requirement could result in disciplinary action.

## Procedure Applies To

All OVPR employees

## References

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

## Relevant Definitions

OVPR – Office of the Vice President for Research  
Conflict of Interest/Conflict of Commitment (COI/COC)

## Responsible for Reviewing and Updating Procedures:

OVPR Director of Human Resources

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