

Conflict of Interest

The **Conflict of Interest** section applies to Lead-PIs and all lead members of the project team.

OSP is responsible for Conflict of Interest (COI) education and adherence related to sponsored projects. OSP works in coordination with SLCC departments to support the administration of SLCC's COI policies, as well as sponsor, agency and governmental regulations regarding COI.

Conflict of interest assurances are maintained within Cayuse SP, providing reasonable infrastructure to protect against conflict of interests in sponsored projects.

This section of Cayuse directs the Lead-PI and all lead project members on (1) COI training related to sponsored projects, (2) recognizing, identifying and reporting potential conflicts of interests, (3) completing required COI forms, and (4) maintaining COI records.

Definition: Conflict of Interest

Conflict of Interest: Actual or potential conflicts arise when personal interests adversely affect SLCC employment responsibilities with regards to their involvement with sponsored projects or are not in compliance with federal regulations governing sponsored projects. These can include:

- Financial, professional or personal considerations that compromise, or have the appearance of compromising, an employee's professional loyalty and responsibility to SLCC, or an employee's professional judgment and ability to perform his or her duties and responsibilities to support SLCC's best interests.
- An employee's financial, professional or personal activities that compete (or have the appearance of competing) with SLCC or are of such nature that they would adversely impact the reputation, or mission, or the quality of services provided by SLCC to its stakeholders.
- An employee seeks to participate directly or indirectly in or influence directly or indirectly any employment or academic decision that involves a direct benefit or detriment to the employee or to a close relation of the employee. An employment or academic decision includes decisions relating to initial appointment or hire, retention, termination, promotion, compensation, benefits, leave of absence or decisions on admission, grades or academic advancement
 - Close Relation: spouses, domestic partners, and parents, children, siblings and each of their respective spouses or domestic partners. Having a family or other intimate relationship to an employee will not be a bar to equal opportunity in education or employment. At the same time, employees should take all reasonable steps to avoid a conflict of interest or the appearance of a conflict of interest in their SLCC sponsored project work that could arise from such a relationship.

- An employee's distribution of effort between his/her College employment and his/her participation in an outside activity. Although participation in outside activities is encouraged, activities that interfere with the employee's primary professional responsibility to the College create a conflict of commitment, which is a form of conflict of interest.

Conflict of Interest Training

The **Conflict of Interest** section of proposal development provides a link to SLCC's [Conflict of Interest, External Employment and Consultation](#) policy. Begin by reading the policy.

- SLCC Policies and Procedures: Conflict of Interest, External Employment, and Consultation:
http://www.slcc.edu/policies/policies/people_and_workplace_culture/4.4.010.aspx

Lead-PI(s) are encouraged to work with their assigned Grant Officer for questions regarding COI, specifically for federal organizations or external partners. Lead-PI's instruct Co-PI's and other lead project personnel to review SLCC's COI policy.

OSP Grant Administration Training

Lead-PI's and other project personnel new to Sponsored Project's at Salt Lake Community College should take the Office of Sponsored Project's online Grant Administration Training Series (GATS) before continuing with their application and completing the Conflict of Interest, Regulatory Compliance and Intellectual Property sections of their Cayuse SP proposal.

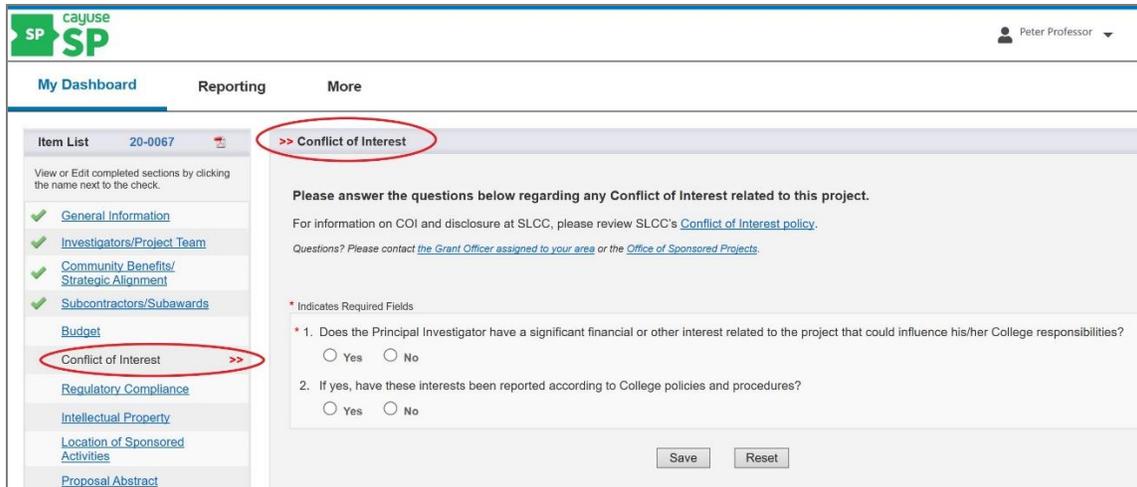
Lead-PI's and other project personnel familiar with or involved in current Sponsored Project's at SLCC should renew their GATS training every five years.

COI training is required by many sponsors. PIs and project staff must feel confident in their responses and answers to Conflict of Interest, Regulatory Compliance and Intellectual Property questions. The Office of Sponsored Projects (OSP) is required to monitor COI information, reporting and compliance.

Instruction for registering for GATS training is provided in Appendix A at the end of this user guide.

Completing the Conflict of Interest Section in Cayuse SP

The Lead-PI completes the required Conflict of Interest section in Cayuse SP.



This section has two questions. The first question is required, indicated by the red asterisk *.

Question #1 requires a **Yes or No** answer.

If the Lead-PI has a potential conflict of interest, then select **Yes**. Click the save button and proceed to the instructions in this user guide regarding **Procedures for Reporting a Potential Conflict of Interest**. You will return to the Conflict of Interest Section in Cayuse SP and address question #2 after completing the procedures for reporting a potential conflict of Interest.

If the Lead-PI does not have a conflict of interest on this project, then select **No**. Click the save button and proceed to the instructions in this user guide regarding **COI for Multiple PIs and Other Lead Members of the Project Team**.

>> Conflict of Interest

Please answer the questions below regarding any Conflict of Interest related to this project.

For information on COI and disclosure at SLCC, please review SLCC's [Conflict of Interest policy](#).

Questions? Please contact [the Grant Officer assigned to your area](#) or the [Office of Sponsored Projects](#).

* Indicates Required Fields

* 1. Does the Principal Investigator have a significant financial or other interest related to the project that could influence his/her College responsibilities?

Yes No

2. If yes, have these interests been reported according to College policies and procedures?

Yes No

Save Reset

Procedures for Reporting a Potential Conflict of Interest

If the Lead PI believes there will be a conflict of interest and answered yes to Question #1, they must do the following:

1. Reach out to their Grant Officer and direct supervisor to make them aware of the potential conflict of interest concerns.
2. Discuss the COI concerns.
3. Refer to SLCC's COI policy to assist with this process: [SLCC Conflict of Interest, External Employment, and Consultation Policy](#)
4. Work with OSP, their Grant Officer and their supervisor to create a written disclosure.
5. File the written disclosure with OSP, their supervisor and their appropriate Vice President.
6. Consult with their Grant Officer regarding the sponsor policies and procedures regarding COI to determine additional steps to move forward, if necessary.
7. Continue working with their Grant Officer to monitor COI concerns.

When the conflicts of interest have been reported according to College policies and procedures and all other sponsored COI regulations have been address, answer Question #2.

Click the save button and proceed to the instructions in this user guide regarding COI for Multiple PIs and Other Lead Members of the Project Team.

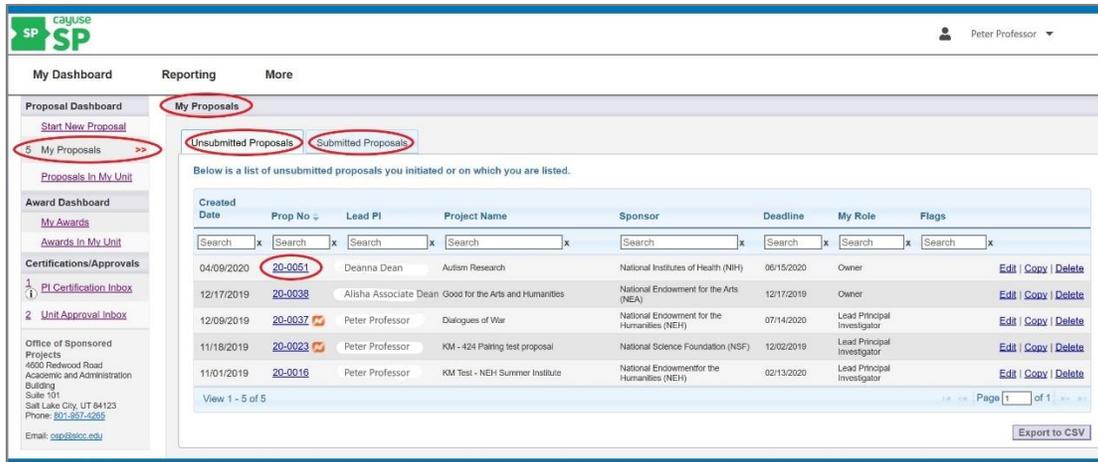
COI for Multiple PIs and Other Lead Members of the Project Team

If the proposal includes multiple PIs or other lead members of a project team, each individual is required to answer Conflict of Interest and Intellectual Property questions related to the sponsored project proposal. Each individual PI or team member completes a Co-PI Assurance Form.

Click the blue hyperlink titled [CO-PI Assurance Form](#) or go to the Resources, Forms and Templates section of the OSP website: <https://i.slcc.edu/osp/forms-and-templates.aspx> to download the PDF form.

The form requires the investigators to enter certain information, including their name, the official title of the project they are working on and the Cayuse SP Proposal Number. To find the official project title and proposal number, go to My Dashboard and click My Proposals.

This screen allows the user to access a list of all proposals they are associated with. This page includes information such as the proposal number, project name, deadlines and roles. Click on the proposal number under the Prop No column heading to view specific details and sections of the proposal.



The questions reflected in the Co-PI Assurance Form are equal to those in both the Cayuse Conflict of Interest section and the Cayuse Intellectual Property section. For more information on Intellectual Property refer to the [Cayuse User Guide – Intellectual Property](#).

The bottom of this form indicates assurance from the Co-PI or other lead team member to SLCC policies and Federal regulation best practices.

The form should be sent to OSP for a review and final discussion.

If a potential conflict of interest exists, follow the instructions in this user guide regarding **Procedures for Reporting a Potential Conflict of Interest**.

After OSP approves the Co-PI Assurance Form, a final signature from the Co-PI or other lead team member is required. The form may be signed and dated with a digital or physical signature. Return the signed form via email to the Lead-PI and Grant Officer.

The signed form is uploaded to Cayuse SP in the Proposal Attachments section. The Lead-PI or Grant Officer may upload the signed form. For detailed instructions on completing the Proposal Attachments section refer to the [Cayuse User Guide – Proposal Attachments](#).

Save Conflict of Interest Section in Cayuse SP

Once all appropriate questions have been answered by the Lead-PI in the Conflict of Interest Section of Cayuse SP, make sure to click Save at the bottom of the page before continuing onto the next section.

This section is editable until the project is routed for internal approvals. If the answers need to be erased and re-answered for any reason, then click the reset button at the bottom of the page.

Item List 20-0067

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Project Team](#)
- ✓ [Community Benefits/Strategic Alignment](#)
- ✓ [Subcontractors/Subawards](#)
- [Budget](#)
- >>** [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)

>> Conflict of Interest

Please answer the questions below regarding any Conflict of Interest related to this project.

For information on COI and disclosure at SLCC, please review SLCC's [Conflict of Interest policy](#).

Questions? Please contact [the Grant Officer assigned to your area](#) or the [Office of Sponsored Projects](#).

* Indicates Required Fields

* 1. Does the Principal Investigator have a significant financial or other interest related to the project that could influence his/her College responsibilities?
 Yes No

2. If yes, have these interests been reported according to College policies and procedures?
 Yes No

Next Step

Navigating and completing the **Regulatory Compliance** section.

For more information, see [Cayuse SP - User Guide: Regulatory Compliance](#).

APPENDIX A

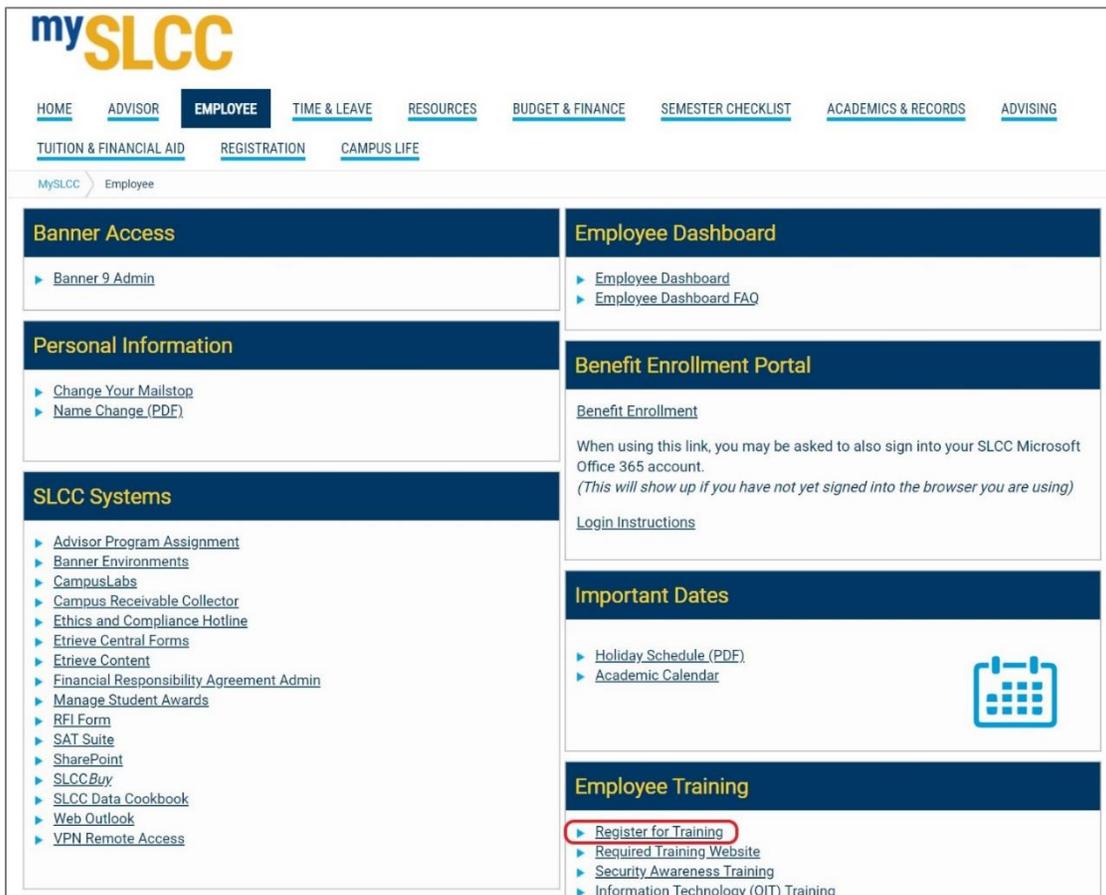
Grant Administration Training Series

GATS is a fully online, self-paced, open access course comprised of grant administration modules. This course is designed for all leadership, faculty and staff involved with any type of sponsored project at SLCC. GATS is comprised of four modules taken in sequential order:

1. Introduction to Grants and the Office of Sponsored Projects
2. Regulations for Sponsored Projects
3. Compliance and the Sponsored Projects Handbook
4. Grant Writing Primer

Registering for GATS Training

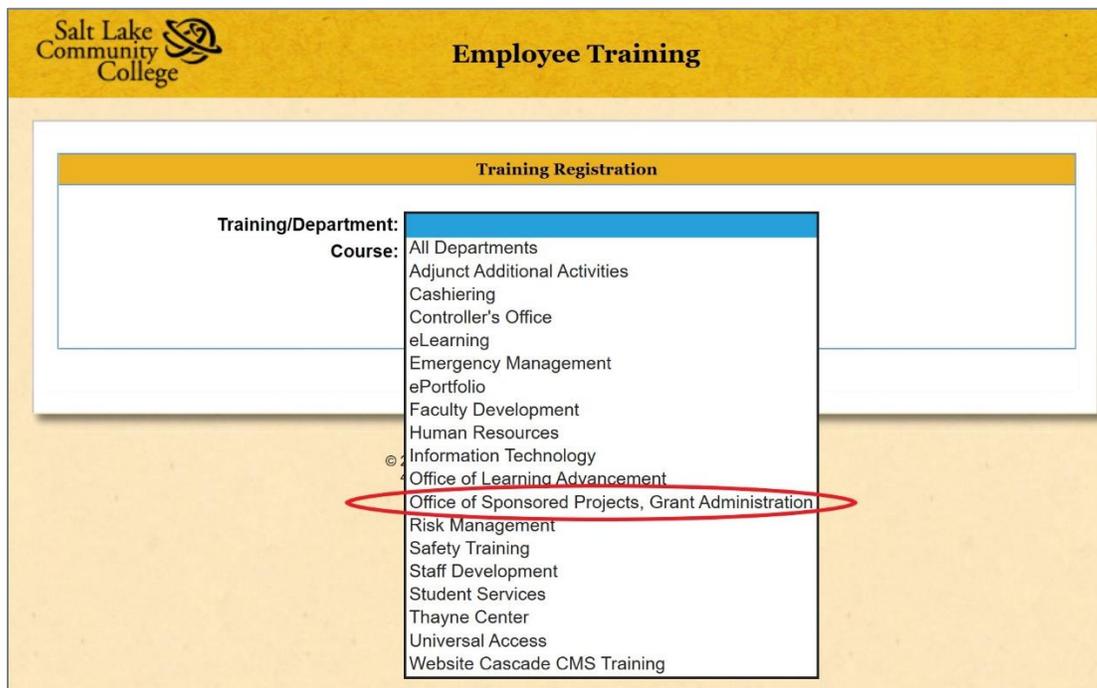
Log into your mySLCC account and enter the Employee Training Portal by clicking on Register for Training.



Once inside the Employee Training portal, click on Register for Training.



On the Training Registration page click the Training/Department dropdown menu and select Office of Sponsored Projects, Grant Administration.



Click inside the Course drop-down menu and select G003 – Grant Admin Training Series, then click Search.



The course information will display. Remember, this is a fully online, self-paced, open access course. The date and time information displayed are not a reflection of when you take the course.

Click the blue hyperlink titled View Details.

The screenshot shows the 'Employee Training' page with a 'Training Registration' section. It includes dropdown menus for 'Training/Department' (Office of Sponsored Projects, Grant Administration) and 'Course' (G003 - Grant Admin Training Series). Below these are 'Search' and 'Cancel' buttons. A table lists training courses with columns for Cert, Date, Start, End, Campus, Bldg., and Room. The row for G003 has a 'View Details' link circled in red.

Cert	Date	Start	End	Campus	Bldg.	Room	
G003	10-01-2020	08:00 am	12:00 pm	Online	Online	Online	View Details

If necessary, indicate Special Accommodations in the open field provided, then click Register.

The screenshot shows the 'Employee Training' page with detailed course information. It includes fields for Training/Dept., Course, Date, Start Time, End Time, Campus, Building, Room, and Facilitator. It also shows Hours Toward PDU, PreReq, and Fee. An 'Objective' section describes the course as a fully-online, self-paced, open access course. An 'Overview' section lists the modules. A 'Special Accommodations' field is provided. At the bottom, there are 'Register' and 'Cancel' buttons, with the 'Register' button circled in red.

Training/Dept.: Office of Sponsored Projects, Grant Administration
Course: G003
Date: 10-01-2020
Start Time: 08:00 am
End Time: 12:00 pm
Campus: Online
Building: Online
Room: Online
Facilitator: (Not listed)

Hours Toward PDU: 0
PreReq: (None)
Fee: (None)

Objective:
Grant Administration Training Series

Overview:
A fully-online, self-paced, open access course comprised of grant administration modules. Designed for all leadership, faculty and staff involved with any type of sponsored project at SLCC. The modules available, and that must be taken in order, include:
1. Introduction to Grants and the Office of Sponsored Projects
2. Regulations for Sponsored Projects
3. Compliance and the Sponsored Projects Handbook
4. Grant Writing Primer

Special Accommodations:

Register **Cancel**

Please allow one business day for your registration to process.

GATS is an online Canvas course. Once your registration has processed, access will be granted in Canvas.

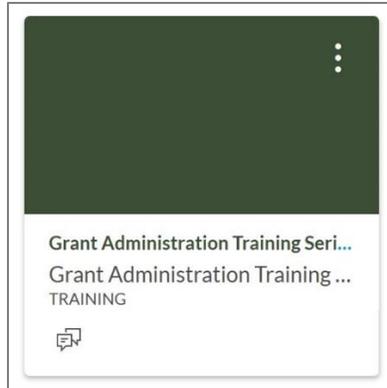
To access your Canvas courses, log into your mySLCC account and CANVAS (My Courses) on the Home tab.

The screenshot shows the mySLCC Home page. The navigation menu includes: HOME, ADVISOR, EMPLOYEE, TIME & LEAVE, RESOURCES, BUDGET & FINANCE, SEMESTER CHECKLIST, ACADEMICS & RECORDS, ADVISING, TUITION & FINANCIAL AID, REGISTRATION, and CAMPUS LIFE. The 'HOME' tab is selected. The main content area is divided into several sections:

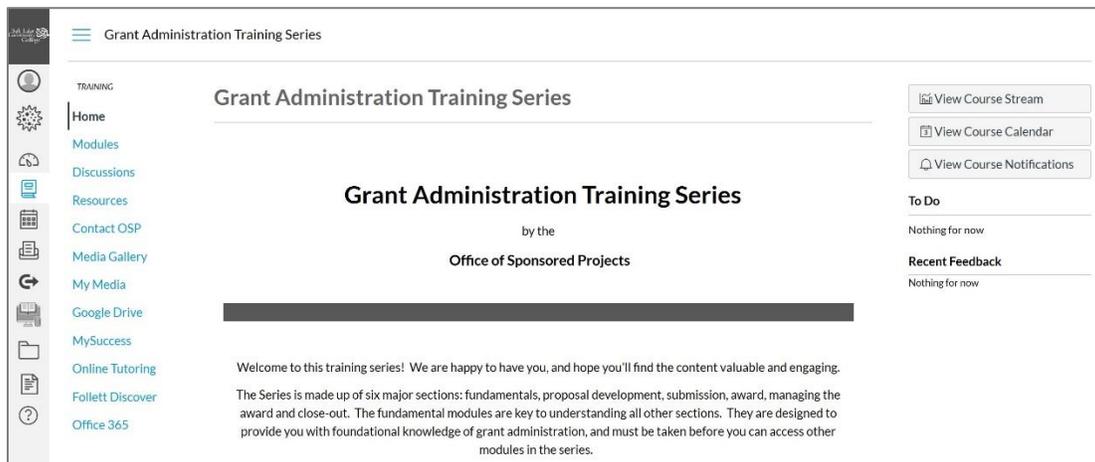
- SLCC Announcements:** A section with a dropdown menu set to 'All'. It states, "You currently have no announcements." and includes a "Show Hidden" checkbox.
- Important Dates:** A calendar view for Tuesday, June 2. It lists several dates and events, including "Last Day to Drop Classes with 100% Refund", "Tuition Due - 1st Half", "Registration Deadline - 2nd Half", "Admission Application Deadline - 2nd Half", and "Early Enrollment Application Deadline - 2nd Half".
- Go Mobile at SLCC:** A section with links to mobile apps for Elucian Go, Canvas, eAccounts, Gmail, Google Drive, and OneDrive.
- BruinMail:** An email inbox showing several messages, including "TIAA eDelivery Notification", "TIAA Requests Your Feedback", and "SLCC Electronic Payment Notification".
- Emergency Alert System:** A section with links for "Add/Edit/View Contact Info", "Opt Out", and "What's This?".
- CANVAS (My Courses):** A section with a "Log in to Canvas" button and contact information for Canvas support. It also includes links for "Login Questions?", "Help Guides & Video Tutorials", and "SLCC IT Help Desk".
- SLCC Directory:** A search bar with "input first name" and "input last name" fields, and a "No Results" button.

Click the Log in to Canvas button.

This will open the dashboard where a clickable window titled Grant Administration Training Series will be available. Click on Grant Administration Series to access the course.



Follow the instructions on the home page.



The training will be a series of modules with a quiz at the end to test understanding and competency.

The Office of Sponsored Projects (OSP) and your assigned Grant Officer can assist with any questions or concerns and will monitor this course for completion.