



## **Instructions for Use**

This fillable PDF ECC/COI form must be completed and submitted as a *digital* document.

1. Download the COI form from Faculty Affairs web site and save to your local computer.
2. Open the blank COI form with the current version of Adobe Acrobat Reader.
3. Select the Yes/No button on page 1 of the COI form. If you select “No”, continue to (5), below.
4. If you select “Yes”, list your external financial interests on page 2 of the COI form. After you finish listing your external financial interests on page 2, continue to (5), below.
5. Add your digital ID (signature) to the COI form by selecting the digital signature box. If you do not already have a digital ID set up on your computer, please contact IT for assistance.
6. Save the digitally signed/dated COI form to your local PC.
7. Submit your digitally signed/dated ECC/COI form through the link provided in the email you received.

If you cannot complete this form with a self-certified Digital ID, please contact your department administrator for assistance.



## Education and Clinical Care Interest Conflict of Disclosure Form Office of Faculty Affairs and Development

This form must be completed by each faculty member and administrator to assess actual or perceived education and clinical care conflicts of interest. An example of this type of COI would be the delivery of lectures to medical students involving implants produced by your company or for which you hold a patent.

This conflict of interest form does not supersede or take the place of other conflict of interest disclosures required by the University, but is specific for COI involving education or clinical care.

**Date Completed:**

**Your Name:**

**Your E-mail:**

### Part 1 – Financial Disclosure

**Yes**      **No** Do you, your spouse, significant other, or dependent children have or have had within the past twelve (12) months financial interests in an *external* entity (company, non-profit, or public agency) with activities that are related to your institutional responsibilities? External financial interests include: salary, consulting fees, honoraria, paid authorships, equity interests in a for-profit company or entity (stocks, stock options, or other ownership interests), intellectual property rights (such as royalties for patents or copyrights) not paid by UT, and reimbursed or sponsored travel (except from US government agencies, or higher educational institutions in the US).

For more information on COI disclosures, please see [UT policy #3364-81-01-004-01](#). If you have any questions about your required ECC/COI disclosure, contact us by e-mail at: [candace.busdiecker@utoledo.edu](mailto:candace.busdiecker@utoledo.edu).

If you checked “yes” above, please describe your external financial interests in Part 2 of this form.

Please add your digital signature below using *Adobe Acrobat Reader*.

**Your Digital Signature:**



### Part 2 - External Financial Interests

You are not required to disclose any of the following: Income from mutual funds for which you do not control the investment decisions; income from seminars, lectures, or teaching engagements sponsored by US government agencies or institutions of higher education in the US; and royalty income from intellectual property generated from your invention licensed by UToledo.

Name of external entity	Interest owner: Self, spouse, dependent child	Interest amount	Type of interest: Salary, consulting fees, honoraria, stocks or options, intellectual property, reimbursed/sponsored travel, ownership position in company (list each separately)	Description (please describe the nature of each interest)