

Disclosure of External Professional Activities (DEPA)

A. Purpose

The university encourages scholarship and research that leads to commercial and consulting activities; however, such activities have the potential to lead to conflicts of interest, which may have adverse effects for employees and the University. Therefore, disclosure and management of potential conflicts of interest and commitment is required by:

- the Administrative Policy Statement (APS) on Conflict of Interest (<http://www.cu.edu/policies/Academic/coninterest.html>)
- the campus policy on conflict of commitment <http://www.colorado.edu/facultyaffairs/atoz/one-sixth-rule.pdf>.
- Section 510 of the National Science Foundation Grant Policy Manual (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpm#), and
- the policies and regulations of the National Institute of Health (<http://grants.nih.gov/grants/policy/emprograms/overview/ep-coi.htm>)

To comply with these requirements, CU Boulder has established a disclosure and review process to deal with potential conflicts of interest and commitment.

B. What is a conflict of interest or commitment?

The Administrative Policy Statement (APS) defines potential **conflicts of interest** as existing “when an employee’s financial or personal considerations may compromise, or have the appearance of compromising, an employee’s personal judgment in administration, management, instruction, research, and other professional and academic activities.” Potential conflicts of interest are a concern because they may *appear* to compromise objectivity in research, fulfillment of university duties, and/or proper fiscal management.

In order to determine if a conflict of interest exists, the University has developed a disclosure process. The disclosure process is designed to determine if 1) a discloser has a significant financial interest in an outside commercial entity that is related to the discloser’s university activities, and 2) if this interest could compromise (or appear to compromise) the discloser’s judgment in his/her university duties, research, or decision making.

Completing the disclosure and review process does not mean one has a conflict of interest. In fact, most disclosures will reveal no potential for conflict. Furthermore, most conflicts of interest will be manageable. Finally, completing the disclosure process will protect employees as well as the university from accusations of misconduct.

According to the APS, the “term ‘**conflict of commitment**’ relates to an individual University employee’s distribution of effort between employment obligations to the University and ‘outside’ professional activities that are generally encouraged, such as consulting, textbook

authorship, involvement with professional societies, and participation on review panels, etc. Such activities are expected insofar as they promote professional development of faculty members and enrich their contributions to the institution, to their profession and to the community.” However, “a conflict of commitment arises when professional service or research contracted outside the University, consultations, or other outside activities (e.g., outside teaching or business) interfere with the paramount obligations to students, colleagues, and the primary missions of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial remuneration or other inducements, and in such cases may also constitute conflicts of interest.”

“Traditionally, the University has allowed full-time faculty to be employed in remunerative consultative or research capacities when such employment did not involve more than one-sixth of their time and energy.” That translates into 39 days during the appointment year of the faculty member on a nine-month appointment.

C. Accessing the DEPA Form:

INSTRUCTIONS

Go To: <https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html>

Click on top tab titled: CU Resources

Click on Faculty Reporting (left side column in the shaded area)

Scroll down the left hand column until the DEPA link become visible.

Click on the DEPA link and complete the form.

NOTE:

University of Colorado at Boulder’s policy requires faculty to certify they have submitted their DEPA form at the proposal stage AND to verify the DEPA is current at the award stage.

Faculty cannot receive their new account (award) information unless there is a current DEPA on file.