



## 2019 REQUIRED CONFLICTS OF INTEREST ANNUAL REPORTING via the Disclosure of External Professional Activity (DEPA) form DUE: JANUARY 15- MARCH 31

As the new year begins, university personnel are reminded to complete a Disclosure of External Professional Activities (DEPA) in order to meet conflicts of interest disclosure requirements. A 2019 DEPA is required to be on file for all faculty and other designated groups, regardless of whether or not a conflict exists. (This should not be confused with FRPA reporting.) DEPA reporting takes less than 5 minutes to complete for over 95% of disclosers. Each year we receive a number of emails from non-faculty employees and students, asking if they need to report.

**PLEASE, check the categories below to determine if you need to report.**

- **All Tenure Track Faculty** (all levels); **Adjunct, Visiting, and Research** faculty (all levels). This also includes **Retired** faculty (IF still actively engaged in projects at CU).
- **All PRAs, Research Associates and Research Assistants** (all levels), **Instructors** (all levels), **Librarians, Museum Associates, and Fellows.**
- **Non-employee Graduate Students** IF they are currently involved in the design, conduct or reporting of any research, OR if they are involved in a CU employee-affiliated company/entity.
- **Undergraduate students, volunteers and consultants** -ONLY IF they are responsible for the design, conduct or reporting of research, OR if they are involved in a CU employee-affiliated company/entity.
- **The following groups typically DO NOT need to report:** TAs, Lecturers, Professional Exempts and Adjoint faculty. *However, university personnel involved in the design, conduct and reporting of research DO need to submit a DEPA, regardless of job type.*

In addition to an initial report at the beginning of each calendar year, **TIMELY** updates (within 30 days) are required throughout the year when statuses change.

Failure to report, or to update a report, can result in:

- a delay in the establishment, renewal and continuation of speedtypes
- delayed processing of grant/contract proposals and awards
- delays in procurement transactions
- delayed approval from compliance review committees such as IRB, IACUC, etc.

**Reporting Logistics-** We recommend using the latest versions of the following browsers: Explorer, Firefox, Chrome and Safari.

1. **Log in to MyCUinfo** at <http://mycuinfo.colorado.edu/>.
2. **Employees: Scroll down** to the **Faculty Reporting & DEPA** tile, and click "Details".
3. **Students:** In the right hand column, scroll down and click "DEPA"
4. **Click on: Login to DEPA.**

To prepare for the DEPA questions you may want to view **the Sample Form available via the FAQs**, on the left hand side, once you have accessed the DEPA reporting page.

**For Assistance:**

**IT Help:** If you have technical difficulties logging into MyCUInfo, accessing the Faculty Reporting & DEPA tile, or accessing the link to the DEPA form, please email:

[help@colorado.edu](mailto:help@colorado.edu) or call: 303-735-4357 (5-HELP)

Note, you must be established in the CU personnel system with a UUID in order to access the DEPA reporting site. (UUIDs are automatically assigned when employees, students, and POIs are set up in their respective personnel systems. You do not need to know or keep track of this number- it is not the same as an employee, student or POI ID number.)

**Content Help:** If you have questions about the DEPA form, please see the Sample DEPA Form. Or, email [coi@colorado.edu](mailto:coi@colorado.edu) .Contact number: 303-492-3024; 303-492-4729.

**The CU-Boulder COI website has additional details and helpful links.**

<http://www.colorado.edu/researchinnovation/coi>

Thank you for your time and effort.

Research and Innovation Office, Office of Conflict of Interest & Commitment | University of Colorado Boulder  
303-492-3024 | [Pamela.Rosse@colorado.edu](mailto:Pamela.Rosse@colorado.edu) | [www.colorado.edu/researchinnovation/coi](http://www.colorado.edu/researchinnovation/coi)