Send date: January 14, 2020

CU **University of Colorado Boulder**

Conflicts of Interest and Commitment
Required Annual DEPA Reporting

DUE: January 15 – March 31, 2020

As the new year begins, university personnel are reminded to accurately and fully complete their **Disclosure of External Professional Activities (DEPA)** in order to meet university and federal conflicts of interest and commitment reporting requirements. (This is not to be confused with FRPA reporting.) University personnel involved in the design, conduct and/or reporting of research – including all faculty and other designated groups, such as graduate students and post docs – are required to submit a 2020 DEPA, regardless of job type and regardless of whether an actual, potential or perceived conflict exists. To determine whether you must submit a disclosure, please review the list of **required CU Boulder personnel** via the Conflicts of Interest and Commitment (COIC) website. Updates to the DEPA form are required **within 30 days** of a discloser's change in status.

There are important disclosure requirements for those with any (potential) conflicts related to consulting activities, external entities and foreign affiliations . Detailed information regarding discloser responsibilities and university expectations when filling out the DEPA form can be found on the COIC website.

Please keep in mind that disclosure in and of itself does not imply impropriety. Full disclosure of relevant information is in the best interest of the university and its faculty, staff and students (see APS 5012). Failure to report and/or update a report can result in a delay in: establishment, renewal and/or continuation of speedtypes; processing of grant/contract proposals and awards; procurement transactions; and/or approval from compliance review committees.

To report, please follow the below steps:

1. Log into **MyCUInfo**.
2. **Employees:** Under CU Resources, select the Faculty Reporting & DEPA tile.
3. **Students:** In the Buff Portal, open the search function by clicking the menu

icon in the top left corner of the page, then search "DEPA" and select the link.
4. Click Log into DEPA.
5. Once access is allowed, follow the instructions on the DEPA reporting page.

To prepare for DEPA questions, you may view the *sample* DEPA form via the COIC website.

Note: As of Jan. 1, 2020, *all* university personnel submitting a disclosure are required to view a brief training video prior to beginning their DEPA. The video will automatically populate on the DEPA webpage; once viewed, disclosers are required to certify their completion, understanding of and agreement to abide by.

If you have technical difficulties, email help@colorado.edu or call (303) 5-HELP; if you have questions about the DEPA form, email coi@colorado.edu or call (303) 492-3024.

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