Disclosure of External Professional Activity (DEPA)
ANNUAL REPORTING PERIOD IS 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 2017 DEPA is required to be on file for all faculty and other designated groups. This report 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) and select Retired faculty.
- 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.

Failure to 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.

Critical Dates Regarding Grant & Contract Proposal Submissions and Awards
Proposals: Through March 31, 2017, having a current DEPA (within a year of the date of the proposal submission) on file will meet the DEPA requirement for proposal submission. However, after March 31st, all proposal submissions will require a 2017 reviewed DEPA to be on file.

Award Monies: Effective January 1, award monies will not be released until a 2017 DEPA has been submitted and preliminarily reviewed. Researchers who have MOUs with a monitoring requirement will need to submit a monitoring report. (Instructions provided during the DEPA reporting process.)

The CU-Boulder COI website has additional details and helpful links.
http://www.colorado.edu/innovate/coi
It is also important to remember the following:

1. Self-authored instructional materials that are required or recommended for the author’s course must receive departmental approval in order to be in compliance with the Conflicts of Interest Policy. Please use the form located at: http://www.colorado.edu/innovate/coi/forms-checklists
2. **Regular and periodic consulting** activities (per the 1/6th rule) require departmental approval: [http://www.colorado.edu/innovate/coi/forms-checklists](http://www.colorado.edu/innovate/coi/forms-checklists)

3. **Researchers with current MOUs requiring annual monitoring** should report early so that monitoring reports can be solicited and reviewed. Proposal submissions/award monies will be delayed if a monitoring report is not current. To access and submit the monitoring reporting form, please follow the (new) email instructions you receive once you submit your DEPA.

4. **PHS/NIH Investigators** have additional (federal) requirements:
   a. **Travel Reporting.** All PHS/NIH research personnel must report specific kinds of sponsored/reimbursed travel throughout the year. For more information: [http://www.colorado.edu/innovate/coi/public-health-services-agencies-nih-requirements/travel](http://www.colorado.edu/innovate/coi/public-health-services-agencies-nih-requirements/travel)
   b. **Educational Training.** All PHS/NIH research personnel must complete COI educational training, once, every four years in order be compliant. If you are involved in PHS/NIH research, you cannot continue reporting until training is completed/is current in the system. Previously completed training information will pop up as you answer the questions. If you have not completed the training, or it has expired, the DEPA system will divert you to the quick COI NIH tutorial, specifically developed for the Boulder campus, and which does not require testing. Once you certify completion, the system will direct you back to the DEPA reporting form. For more information see: [http://www.colorado.edu/innovate/coi/public-health-services-agencies-nih-requirements](http://www.colorado.edu/innovate/coi/public-health-services-agencies-nih-requirements)

**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/](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. Alternatively, email the Compliance Director, Conflicts of Interest and Commitment: [Pamela.Rosse@colorado.edu](mailto:Pamela.Rosse@colorado.edu) or, simply, [coi@colorado.edu](mailto:coi@colorado.edu) The contact number is 303-492-3024.

We appreciate your time and effort.