COI/EPAP FREQUENTLY ASKED QUESTIONS

What is the COI?

The Conflict of Interest or Annual Disclosure is a BOG requirement that all EHRA employees must annually report activities, interests and relationships that relate to conflicts of interest or commitment to their university obligations.

What is the EPAP?

EPAP refers to External Professional Activities for Pay. The BOG requires that EHRA employees engaging in external activities should have their supervisors' approval before starting those activities. An EPAP should be submitted only if the employee is engaging in an external activity.

To whom do these apply?

Both disclosures apply only to EHRA employees. COIs should be done annually and EPAP should be submitted before starting an external activity at any time during the year.

What is the disclosure period and due date?

COI disclosures are for the current fiscal year, beginning July 1st and ending on June 30th. The COI due date for current employees is August 30th. New employees must complete their COI disclosures within 30 days.

EPAP requests are due before an employee begins an activity. Please submit these in time as they could require input/approval from Legal and the President's Office. Activities that span multiple years will require an EPAP every year.

How do I submit my COI and EPAP?

All COI disclosures and EPAP requests must be submitted using in the AIR system. Instructions to access the AIR system are below:

- **Navigate to the AIR homepage using one of the following:**
    a. Air System link https://uncga.myresearchonline.org/air/
    b. System Office My Apps page *https://myapps.northcarolina.edu (click on the AIR icon)*
    c. Use your UNC Chapel Hill onyen and password to login (same as TIM and ConnectCarolina login)

**What happens after I submit the COI or EPAP?**

You will receive an email confirmation about the COI or EPAP.

- If your COI has no potential conflict, then your annual disclosure is complete.
- If there is a potential conflict on the COI, you will receive follow-up emails from the COI Staff about additional steps (e.g. review by the COI Committee, creation of a management plan).
- Your manager or the Legal Office will contact you about additional steps for the EPAP.

How do I determine the status of my disclosure once I have submitted it?

You can check the status of your disclosure and review prior disclosures in the AIR system.

- Login to AIR
- On the Home Page, in the Disclosure Dashboard on the left you will see the links for your COIs and EPAPs
- Click the links to view your COIs and EPAPs
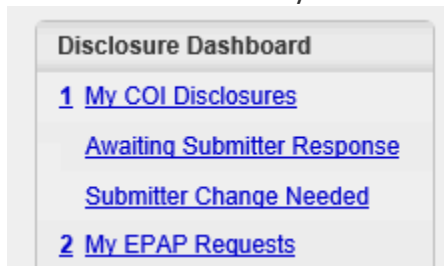
Questions should be directed to Robbie Snuggs, rrs@northcarolina.edu or (919)843-5671.