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## COI Basics

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### [COI Basics](#) > **Operational Guidelines**

## **UMMS Conflict of Interest and Conflict of Commitment Operational Guidelines**

UMHS seeks to protect its patients, research subjects, students, trainees, faculty, colleagues, staff, research, and the public from the negative consequences associated with a COI or COC ( e.g ., allegations of compromise of scientific objectivity or integrity, use of University and UMHS faculty, staff, students, trainees or resources for private gain) and to maintain public trust.

The goal of the COI and COC management process at UMHS is to identify and effectively manage conflicts to reduce or eliminate these negative consequences of the conflicts involved while still maintaining the benefits of these relationships to UMHS and the University.

An actual or potential COI or COC of faculty, staff or their family members must be disclosed.

Faculty and staff are expected to disclose all potentially conflicting outside interests or relationships and any other relevant information related to themselves and their family members to their supervisors, UMHS and others as needed. These disclosures include those required by University or UMHS policies, processes or oversight bodies.

Additional disclosures may be necessary for others to perform their own University or UMHS obligations or to make decisions that affect them depending upon the particular COI or COC involved ( e.g ., patients, human subjects, students, trainees, IRBMED, and editors).

Faculty and staff may not make more than incidental use of University or UMHS resources for any purposes unrelated to the teaching, research, and public service missions of the University and UMHS, except when appropriately authorized.

The prohibition includes but is not limited to facilities and equipment and the use of UMHS faculty, staff, students and trainees.

Whenever faculty or staff are involved in outside consulting or business activities, they must establish clear boundaries that separate their UMHS and outside obligations so as to ensure the propriety of their use of resources, time, and attributions of products of their work.

Faculty and staff must not use their official UMHS position or influence

to further their personal gain or that of their family members at the expense of UMHS.

Faculty and staff have the right to acquire and retain outside interests or relationships of a professional, personal, or economic nature that do not compromise UMHS interests or the individual employee's commitment to UMHS.

Faculty and staff must not enter into agreements or relationships related to their UMHS responsibilities that prevent publication, dissemination, or access to information unless approved by UMHS and the University (See Standard Practice Guide 301.03) .

Academic freedom and the integrity of UMHS as a community of scholars require the free and open exchange of ideas and results of scholarly activities. UMHS and its faculty and staff are obligated to maintain an atmosphere free from unwarranted external influences.

Students, trainees and collaborators must be able to pursue topics of scholarly interest, have access to appropriate information and facilities, and be able to communicate the results of their work to other scholars and the public in a timely manner. Faculty must advise students, trainees and collaborators independent of their outside interests or relationships.

A faculty or staff mentor must assure the appropriate progress of University students or trainees regardless of the student or trainee's role in sponsored or other projects.

Implementation, dissemination and training related to COI and COC policies and practices are shared obligations among the faculty, staff, department chairs , supervisors, other unit leaders and the Dean's Office .

Faculty and staff are responsible for knowing and abiding by the UMHS and University applicable COI and COC policies and procedures as well as those of their employing unit .



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