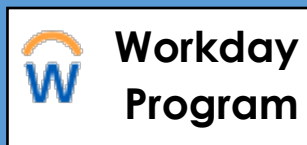


# COMPLETING THE CONFLICT OF INTEREST AND COMMITMENT DISCLOSURE FORM IN WORKDAY



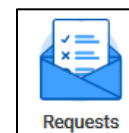
Brown staff members are required to log into Workday annually to complete a Conflict of Interest and Commitment Disclosure Form. Please read the University's [Conflict of Interest and Commitment Policy](#) and [guidelines](#) and [other related policies](#) before completing this form.

All forms which have any question with a yes will be reviewed by a COIC Reviewer with necessary forms escalated to a COIC Committee for review. Work with your manager to determine whether a management plan is required; if so, attach the document to this business process. Click [here](#) to review management plan guidelines. Answers for employees who have joined Brown during the previous 12 months should reflect only the period of employment at Brown.

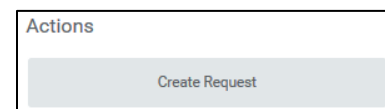
Please follow the steps below to complete your Conflict of Interest and Commitment Disclosure Form. For further information about the process visit the [Conflict of Interest and Commitment Process website](#).

## Completing the Conflict of Interest and Commitment Disclosure form as an Employee

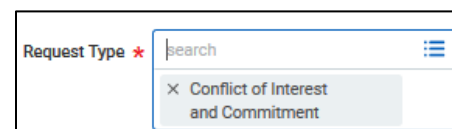
1. Select the **Requests** worklet on your landing page



2. Select **Create Request**

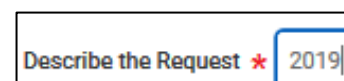


3. Select **Request Type All**, then **Conflict of Interest and Commitment**

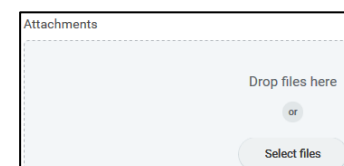


4. Select **OK**

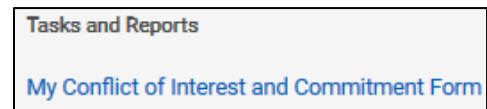
5. Enter **2019** in the **Describe the Request** box. Complete the questionnaire form and select **Submit**



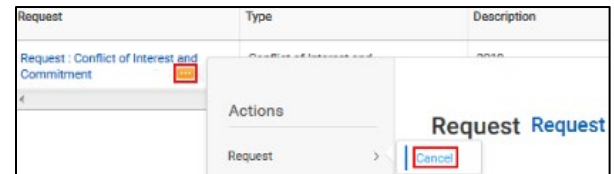
**Note:** If you have a management plan, attach it by using the **Attachments** functionality at the end of the form



6. After selecting **Submit**, your Conflict of Interest and Commitment Disclosure form will route to your manager for review. If your response indicates a potential or actual conflict the form will route to a Conflict of Interest and Commitment Reviewer for further review
7. Once submitted, both pending and approved Requests can be accessed by running the **My Conflict of Interest and Commitment Form** report. This report will also allow you to view attachments

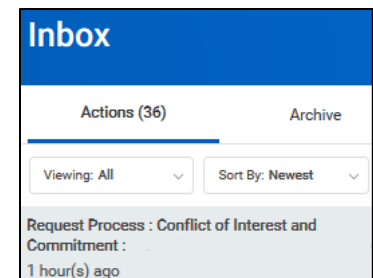


To cancel a Request that is in progress, select **Actions** and **Cancel**



## Reviewing Conflict of Interest and Commitment Disclosure forms as a Manager

1. Once your employee has submitted their Conflict of Interest and Comment Disclosure form, you will receive a **Review: Request Process: Conflict of Interest and Commitment** inbox task
2. Review the submitted responses, including management plans if attached. If a new or updated management plan is required, work with your employee to develop one. Select **Send Back** if the employee needs to revise their response, such as attaching a new or updated management plan
3. Select **Approve** to submit the completed disclosure form and management plan if applicable



If your employee has disclosed a potential or actual conflict, the form will route to a Conflict of Interest and Commitment Reviewer for further review

4. To review the status of the Conflict of Interest and Commitment process for your employee(s), you can run the **All Requests – COIC – 2019** report. You can also access attachments via this report

**Important:** Use this report to ensure that all employees required to complete the disclosure process will have done so by the deadline. All reviewers must approve submitted forms before the Conflict of Interest and Commitment Disclosure process is considered finalized