



# Disclosing Outside Activities and Interests in Convercent



**VCU**

Integrity and Compliance

# The What and Why

## What are COI&C?

- **Conflict of Interest:** A conflict of interest (COI) occurs when **outside interests or relationships** (financial, personal, or other) create a risk that professional judgment or actions regarding university interests will be unduly influenced by a secondary or personal interest.
- **Conflict of Commitment:** A conflict of commitment (COC) occurs when **outside activities** interfere with or compromise an individual's ability to meet university responsibilities or obligations, consistent with their employment or appointment.

## Why is VCU asking for disclosures?

- To align with expectations from accrediting bodies, state and federal governments, and increasing expectation for transparency from stakeholders and the community.
- To proactively ensure that employees' professional reputations are protected from the appearance of wrongdoing, by documenting and planning for any potential conflicts of interest.
- To proactively ensure that VCU's credibility and good standing with the public are protected from the appearance of undue influence or wrongdoing.

FOR MORE  
INFORMATION:

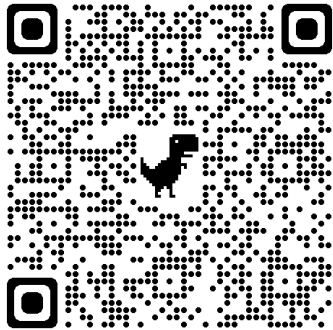
- [Outside Professional Activities Guidelines](#) (from Office of the Provost)
- [VCU Conflict of Interest & Commitment Policy](#)

# Convercent: Online Disclosure System

1 Bookmark this link for easy access to the Convercent home page:

<https://app.convercent.com/en-US>

Or [use this link](#) and QR code to go directly to the Disclosure page in Convercent:



2

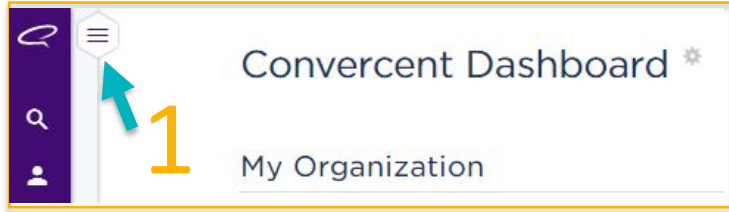
A screenshot of the Convercent login page. The page has a purple background. At the top, the 'convercent' logo is displayed. Below the logo are fields for 'Username' (containing 'yourEID@vcu.edu') and 'Password' (containing 'password'). There is a 'Remember me' checkbox and a 'SIGN IN' button. At the bottom, there are links for 'Forgot your password?' and 'Raise a concern'.

3

A screenshot of the Central Authentication Service login page. The page has a yellow header with the text 'Central Authentication Service'. Below the header, there is a 'Verify the URL' section with the text 'Please verify the URL for this page begins with https://login.vcu.edu/'. There are input fields for 'VCU eID' and 'Password'. There are links for 'Don't know your eID?' and 'Forgot your password?'. There is a 'Login' button and a checkbox for 'Warn me before logging me into other sites.'. At the bottom, there are links for 'About Us', 'About CAS', 'About eID', and 'Contact Us'.

# Make a Disclosure

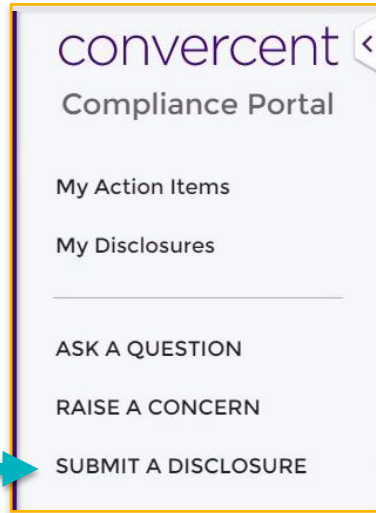
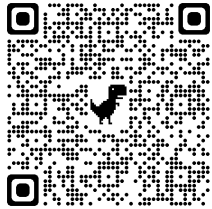
From the Convercent homepage:



Convercent Dashboard \*  
My Organization

1

(or the direct  
[link here](#))



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Compliance Portal

My Action Items

My Disclosures

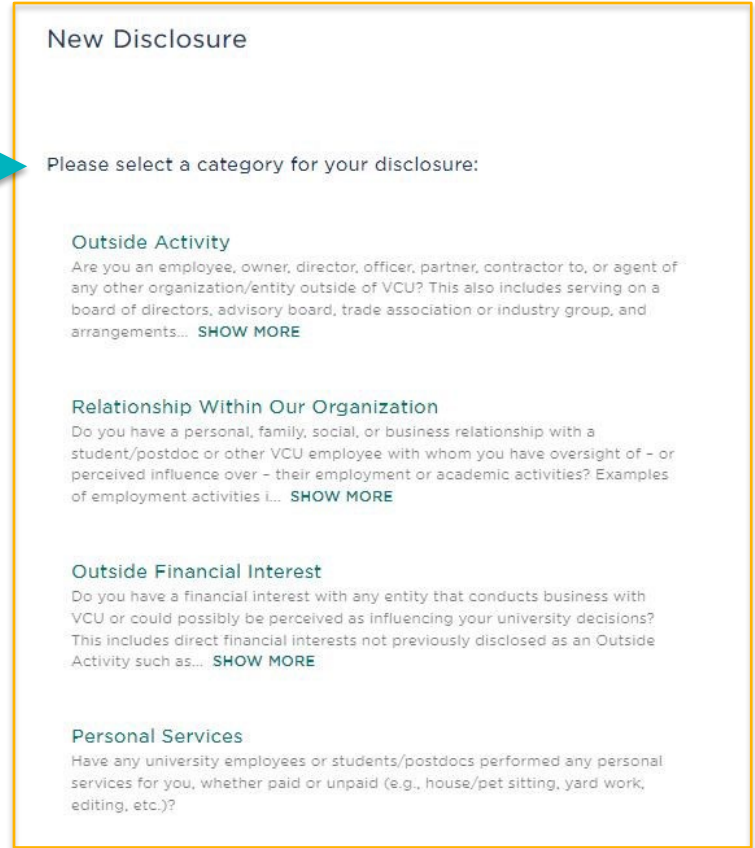
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ASK A QUESTION

RAISE A CONCERN

SUBMIT A DISCLOSURE

2



New Disclosure

Please select a category for your disclosure:

**Outside Activity**  
Are you an employee, owner, director, officer, partner, contractor to, or agent of any other organization/entity outside of VCU? This also includes serving on a board of directors, advisory board, trade association or industry group, and arrangements... [SHOW MORE](#)

**Relationship Within Our Organization**  
Do you have a personal, family, social, or business relationship with a student/postdoc or other VCU employee with whom you have oversight of - or perceived influence over - their employment or academic activities? Examples of employment activities i... [SHOW MORE](#)

**Outside Financial Interest**  
Do you have a financial interest with any entity that conducts business with VCU or could possibly be perceived as influencing your university decisions? This includes direct financial interests not previously disclosed as an Outside Activity such as... [SHOW MORE](#)

**Personal Services**  
Have any university employees or students/postdocs performed any personal services for you, whether paid or unpaid (e.g., house/pet sitting, yard work, editing, etc.)?

3

# Add the Details

To the best of your knowledge, share pertinent details about your outside interest, relationship, or activity.

### New Disclosure

Outside Activity

Name of the organization/entity (please use the full legal name; no acronyms) \*

\_\_\_\_\_

To the best of your knowledge, does this organization/entity do business under any other name (i.e., trade name/DBA)? \*

Yes

No

What is the nature or industry of this organization/entity? \*

\_\_\_\_\_

What is your relationship to the outside organization/entity? I am a(n): \*

Choose... ▼

Which of the following best describes this activity? \*

Choose... ▼

This information will be viewed by your supervisor and, if needed, the Integrity and Compliance Office team or other officials as necessary for approval (such as the Dean).

# View Your Disclosure Status

Your supervisor or the ICO may ask you for more details using the “Messages” tab. You can also send a message, asking for updates or clarification, using this feature.

Disclosure Status Options:  
**Pending** – Not yet reviewed  
**In Review** – Actively being assessed  
**Cleared** – Good to go!  
**Rejected** – Conflict was determined to be prohibited

The screenshot shows a web interface for viewing disclosure details. At the top, there are navigation tabs: "Dashboard", "My Disclosures", and "Disclosure Details". The main heading is "0013aa22 : Disclosure Details". To the right of this heading is a green button labeled "CLEARED". Below the heading, there is a summary row with a highlighted box containing the text "Your name and eID will appear here.", followed by "2 Disclosure(s)" and "Date Created: 5/23/22". To the right of this row are two buttons: "ACTIVE" with a dropdown arrow and "MORE". Below this is a section for "Type" with the value "Relationship Within Our Organization".

The next section is "Disclosure Clearance". It contains the following information: "Cleared On: 6/1/2022 8:49:15 AM", "Conditions | No", "Outcome By: Your supervisor's name will appear here.", and "Attestation Required | No". Below this is a section for "Clearance Message To Discloser".

At the bottom, there are two tabs: "Details" (which is selected) and "Messages". Under the "Details" tab, there is a section for "Survey Responses" with three questions and their respective test answers:

- Is this individual a: student/postdoc
- What is the individual's first and last name? This is a test of the Disclosure system, there is no such individual.
- Please describe the relationship and what activities you have oversight of or perceived influence over: This is a test of the Disclosure system, there is no such individual.
- Please provide any additional comments: This is a test of the Disclosure system, there is no such individual.

# Check Back In on Your Disclosures

Dashboard > My Disclosures

## Disclosures

Your name and job title will appear here.

When a disclosure is no longer relevant (like an outside activity that has passed), you can make it "inactive."

**NEW DISCLOSURE**

0004aa22 (inactive) <b>Pending</b> Outside Activity	<a href="#">View disclosure details</a> 0 attachments
0013aa22 <b>Cleared</b> Relationship Within Our Organization	<a href="#">View disclosure details</a> 0 attachments

**What is a Disclosure?**  
A disclosure is a confidential record of a relationship you have with another person or business that could have an impact on your ability to be objective when performing the duties of your job. Filing a disclosure is not necessarily unusual or bad, it is simply a safeguard that enables us to provide you with the appropriate support.

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## Compliance Portal

- My Action Items
- My Disclosures** ←
- ASK A QUESTION
- RAISE A CONCERN
- SUBMIT A DISCLOSURE

You can see what past disclosures you've made, see whether they've been reviewed and cleared, and update them as needed.

# Resources

## Integrity and Compliance Office:

[ucompliance@vcu.edu](mailto:ucompliance@vcu.edu)

804-828-2336

<https://acs.vcu.edu/our-offices/ico/>

Contact us if you have any problems using Convercent or questions about disclosing outside interests.

## Helpful Links:

- [VCU Outside Professional Activities Guidelines \(for faculty\)](#)
- [VCU Conflict of Interest and Commitment Policy](#)
- [State and Local Government Conflict of Interests Act](#)
- [VCU Code of Conduct](#)