Instructions for submitting a Compensated Outside Activities (COA) request through InfoEd

Prior to engaging in a compensated outside professional activity, such as consulting, faculty must provide advance notification to, and receive written approval from, their supervisor or supervisor’s designee. This prior notification and approval process is completed in InfoEd.

Go to the InfoEd website at https://unrprod.infoedglobal.com

1. Log on using your UNR Net ID and password:

2. Click on External Interests:

3. Click on Update:
4. Read the information on the Welcome Page. At the bottom of the page, click on Submit/Edit COA.
5. On the next page, hover your mouse pointer over underlined sections to see which activities need to be disclosed and which do not.

**Compensated Outside Activities Request**

Welcome to the Compensated Outside Activities (COA) Request process. Faculty planning on engaging in compensated outside professional or scholarly activities use this process to give advance notification and request prior approval for new activities, and to report annually on continuing activities. Certain kinds of compensated outside activities do not require advance notification and approval. Please review the list of these activities to determine if your planned COA needs review and approval.

Are you an employee or affiliate (Practice Plan Employee) of the University of Nevada, Reno School of Medicine?

Yes [ ] No [ ]

Policies relevant to Compensated Outside Activities:

- Nevada Code of Ethical Standards, NRS 281A.400
- NSHE Board of Regents Handbook, T4, CH2, Section 9 Compensated Outside Professional Services
- University Administrative Manual, Section 2.050 Conflict of Interest Policy
- University Administrative Manual, Section 2.690 Faculty Providing Consulting Services
- For University of Nevada, Cooperative Extension employees, UAM section 2.692, University of Nevada Cooperative Extension Consulting and UNCE Conflict of Interest policy.

☐ Please click this checkbox to indicate that you have read this page and to move on

6. If your planned activity needs to be reviewed and approved:
   - Respond to the question “Are you an employee or affiliate (Practice Plan Employee) of the University of Nevada, Reno School of Medicine?”
   - Read any of the policies you are not already familiar with.
   - Click the check box at the bottom of the page to indicate that you have read this page and to move on to the next page.
7. On the next page, you’ll be able to enter the details of one or more compensated outside activities. To start entering the first activity, click on the Create/Revise/Recertify COA link.

8. You’ll be asked detailed questions about this activity on the following pages. Some of your responses will prompt additional questions. Answer all questions then click the checkbox at the bottom of the page to lock the page and move on.

   InfoEd will prompt you to go back and submit answers if any are missing.

   After clicking the checkbox, wait while InfoEd saves your responses.
9. You’ll now see your entry in the COA entity name box on the next page. If you need to add another activity, just click on the Create/Revise/Recertify COA link again to add the next entity. Once you have entered information on all entities, click the check box at the bottom of the page to save and move on.
10. Once InfoEd has finished saving your information, it will display a blue Submit button. Your request will not be complete until it has been submitted. Click on the blue Submit button to complete the request process.

If you have completed your COA request, click the Submit button

Submit

NOTE: School of Medicine employees and affiliates will see approval check boxes and a signature line displayed above the submit button. They will be used by the person reviewing the COA request; do not try to check the boxes or sign the page now. Simply click the Submit button,

- [ ] I approve this COA Request
- [ ] I do not approve this COA Request

Reviewed by

________________________  __________________________  ____________________
Signature                  Printed Name                Date

If you have completed your COA request, click the Submit button

Submit
11. InfoEd will save your submission (this may take a few seconds). If you would like to print a copy of your COA request, click on the PDF button next to the submission date.

12. To close the COA Request submission, click on Done in the upper right corner of the page.

13. Then click Exit to close InfoEd.
What happens after a COA Request is submitted?

InfoEd will route your COA Request to the designated COA reviewer in your department. Frequently, this will be the chair of an academic department or a similar position in an administrative department. If a reviewer submits a COA request, it will be routed to the Dean/VP of the unit. COA Requests from Deans/VPs are routed to the Provost.

However, if you are an employee or affiliate of the University of Nevada, Reno School of Medicine, the COA Request will be routed to the SOM COA Administrator. It will be printed and routed to the appropriate reviewer for a written decision and signature, then it will be uploaded again into InfoEd.

The COA reviewer may decide to 1) approve the request without further questions, 2) contact you for more information, 3) route the request to the COI Designated Official for an additional review, or 4) not approve the request.

You will be notified by email of the final decision.

Per University and NSHE policy, you may not engage in a compensated outside professional activity prior to receiving documented approval in InfoEd.

Where to get assistance with your COA Request

Michele Dondanville
Research Compliance Program Manager
Sponsored Projects
Ross Hall Room 202B
775-784-6360
mdondanville@unr.edu