

## Overview

The purpose of this Quick Reference Guide (QRG) is to provide users with an overview of how to capture and administer conflict of interest (COI) disclosure records within [Staff Services Online](#) (SSO).

This QFR covers:

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COI Disclosures have been recorded in SSO from May 2023. COI Disclosure Forms lodged prior to this were stored under the individual's personnel file in Content Manager. Contact the HR Service Desk 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au) if a copy is required, noting access is restricted in line with HR Records Management.

## Related Documents

This QRG should be read in conjunction with the following policy, procedures and additional information:

- [Behaviour and Conduct Policy](#)
- [Conflict of Interest \(COI\) Procedure](#)
- [Conflict of Interest \(COI\) Disclosure Form](#)
- [Conflict of Interest Information Sheet / FAQs](#)
- [Gifts and Benefits Information Sheet](#)
- [Behaviour and Conduct Handbook](#) FAQs

## PeopleSoft SSO Guide

### 1. Application

The **Conflict of Interest (COI) Procedure** and this supporting QRG applies to all staff members and titleholders.

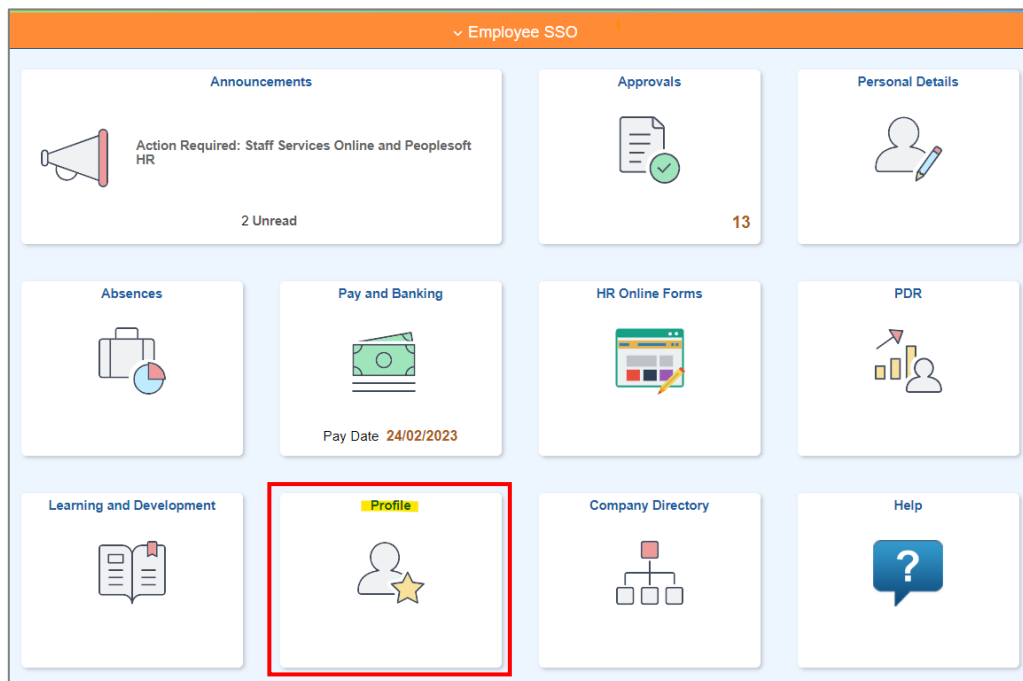
The COI Procedure prescribes the process for identifying, disclosing, and managing conflicts of interest whether actual, potential, or perceived at the University of Adelaide in accordance with the principles of the **Behaviour and Conduct Policy**.

**Any potential, perceived, or actual COI should be disclosed immediately by:**

1. **Completing the COI Disclosure Form**
2. **Discussing** the COI with your Supervisor/Manager and developing an appropriate plan to manage the conflict (record this in section G)
3. **Seeking approval** of the Conflict of Interest Statement and Management Plan captured on the COI Disclosure Form from:
  - Head of School / Branch; and
  - Area Manager; and
  - Deputy Vice-Chancellor and Vice-President (Research) (for research cases only)
4. **Recording** the COI Disclosure Form in your personnel SSO file by following the steps below
  - You will receive an email confirmation once your Supervisor/Manager has approved or denied the submission in SSO.

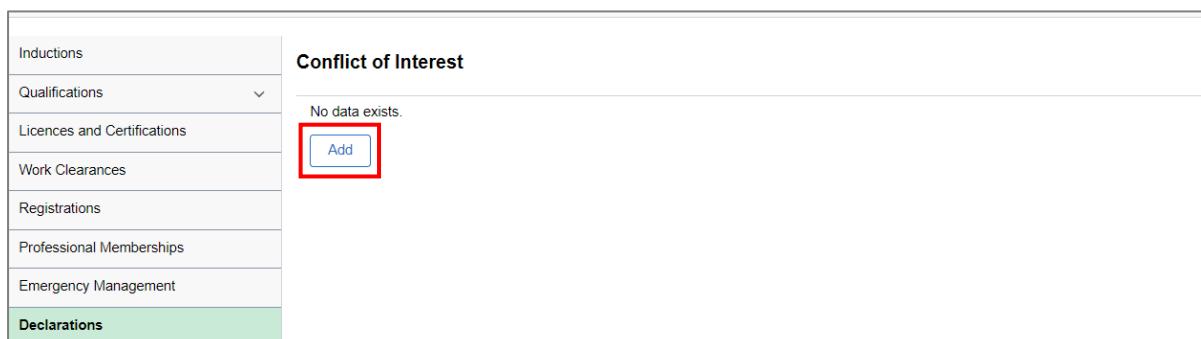
## 2. Recording a COI Disclosure in SSO

### Login to SSO



Navigate to the **COI** screen:

- Select Profile >> Declarations >> COI



Click **Add**

Cancel
**Conflict of Interest**
Continue

**Conflict of Interest Declaration**

*Conflicts of Interest must be declared and documented using the Conflict of Interest form [https://www.adelaide.edu.au/hr/ua/media/585/bc-coi-disclosure-form.pdf]. Once approved by the relevant delegate completed forms must be uploaded here.*

Select the most relevant category to describe the circumstances in which your conflict of interest arises.

- **Student:** Where you have a personal association with a University student or potential student.
- **Staff member:** Where you have a personal association with a University staff member.
- **Recruitment:** Where you have a personal association with an applicant, or potential applicant, in a recruitment process, or potential recruitment process.
- **Procurement:** Where you have a personal association with a potential supplier to the University, or where you are part of a tender assessment process and are making a declaration to confirm you have no conflicts with any tendering supplier.
- **Research:** Where you have a personal association or interest that may influence, or be perceived to influence, research.
- **Outside engagement:** Where you are undertaking (or intending to undertake) outside employment, establish or operate a business, engage in volunteer work or other appointment including undertaking consulting, joining a board or committee (other than where your appointment to a board or committee is made by the University for the purposes of representing the University in that forum).
- **Other**

*No conflict of interest - if you are making a declaration that you have no current conflicts, no attachment is required to be uploaded.*

\* Indicates required field

\*Effective Date

\*What does the COI relate to?

Date Entered/Updated 27/03/2023 10:49:39  
Entered/Updated By

▼ Attachments

No attachments have been uploaded for this profile item.

**Enter the Effective Date** – record the date your hard copy form was approved.

**Select - What does the COI relate to** – refer to the category descriptions and select accordingly.

Cancel
**Lookup**

Search for: What does the COI relate to?

▼ Search Criteria Show Operators

Content Type DECL

Content Item   
(begins with)

Description   
(begins with)

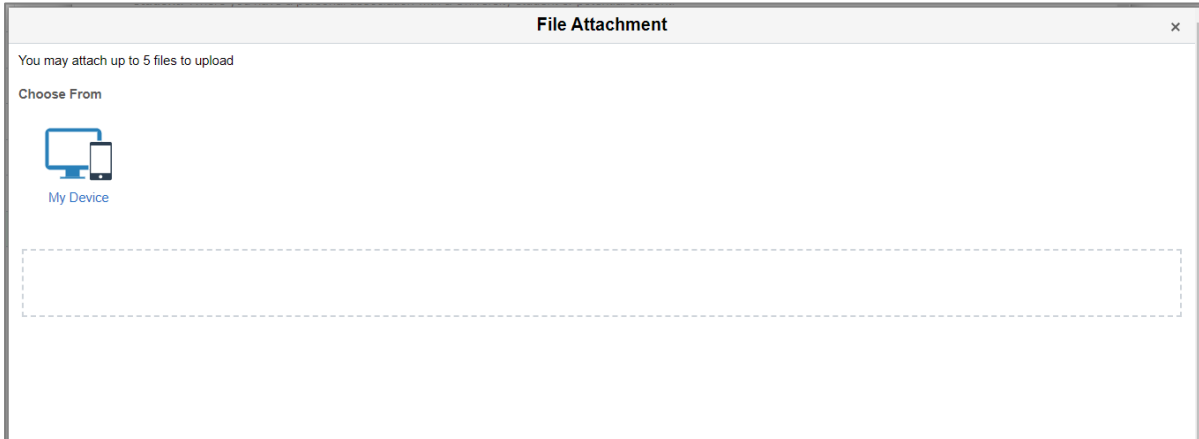
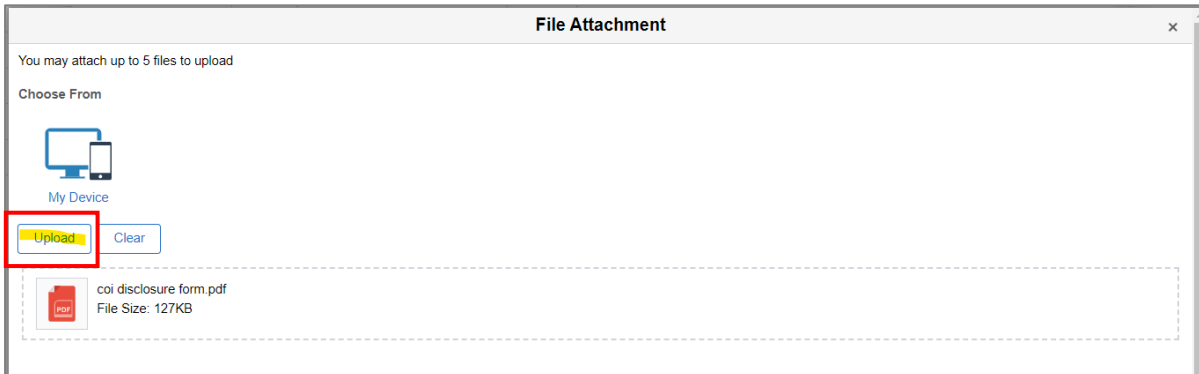
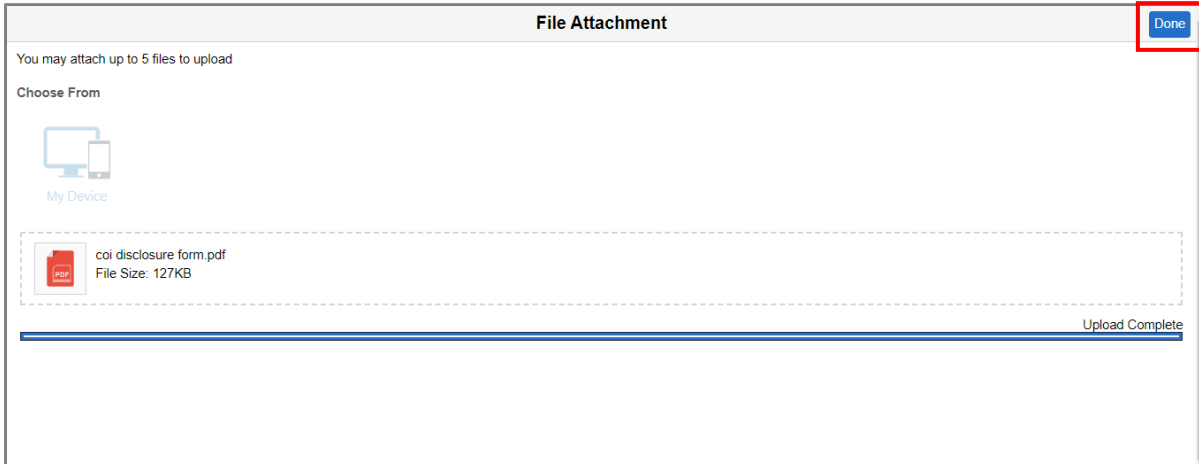
▼ Search Results

8 rows

Content Item	Description
COI1	No Conflict of Interest
COI2	Student
COI3	Staff Member
COI4	Recruitment
COI5	Procurement
COI6	Research
COI7	Outside Engagement
COI8	Other

**Attach** the completed and signed COI Disclosure Form. Select and Upload a copy of the form.

*Note* – no attachment is required if you are adding the record to confirm, seek approval and capture that no conflict of interest exists. You may choose to upload documentation to provide further explanation as relevant to your submission.

Cancel
Continue

Select the most relevant category to describe the circumstances in which your conflict of interest arises.

- **Student:** Where you have a personal association with a University student or potential student.
- **Staff member:** Where you have a personal association with a University staff member.
- **Recruitment:** Where you have a personal association with an applicant, or potential applicant, in a recruitment process, or potential recruitment process.
- **Procurement:** Where you have a personal association with a potential supplier to the University, or where you are part of a tender assessment process and are making a declaration to confirm you have no conflicts with any tendering supplier.
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\* Indicates required field

\*Effective Date

\*What does the COI relate to?

Date Entered/Updated 27/03/2023 10:49:39

Entered/Updated By ██████████

▼ **Attachments**

File Name	Description	Attached On	Action
<a href="#">coi_disclosure_form.pdf</a>	COI Form	27/03/2023 10:54:30	

Click **Continue**.

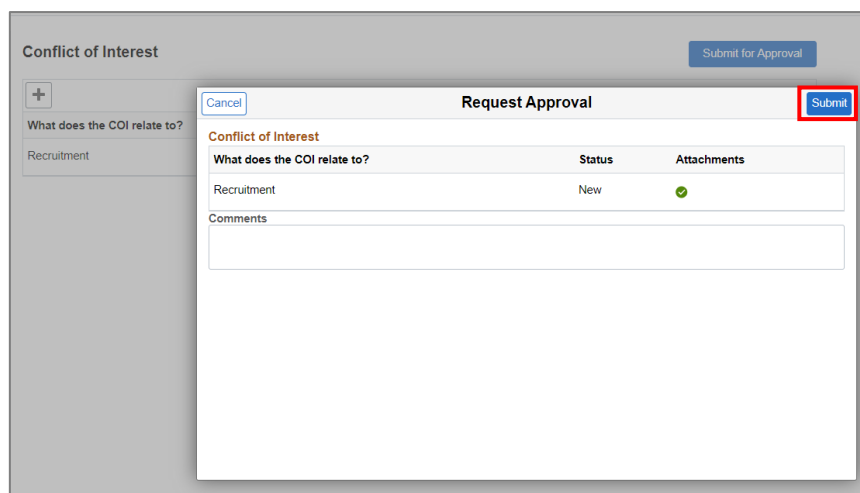
**Submit for Approval.**

- Inductions
- Qualifications
- Licences and Certifications
- Work Clearances
- Registrations
- Professional Memberships
- Emergency Management
- Declarations

**Conflict of Interest**
Submit for Approval

What does the COI relate to?
Status
Edit/View

Recruitment	New	
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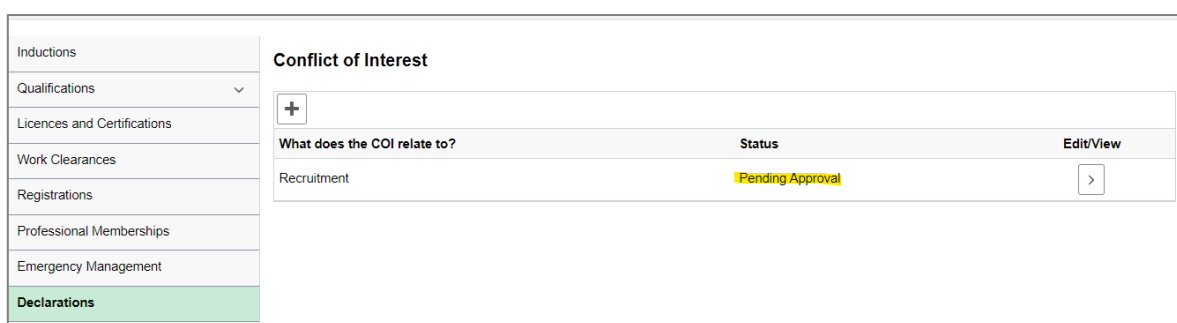
**Conflict of Interest** Submit for Approval

**Conflict of Interest**

What does the COI relate to?	Status	Attachments
Recruitment	New	✓

Comments

**Submit.** The request will now show as Pending Approval.



**Conflict of Interest**

What does the COI relate to?	Status	Edit/View
Recruitment	Pending Approval	>

Once reviewed and actioned by your Supervisor/Manager, you will receive an **email confirmation** that the record has been approved or denied.

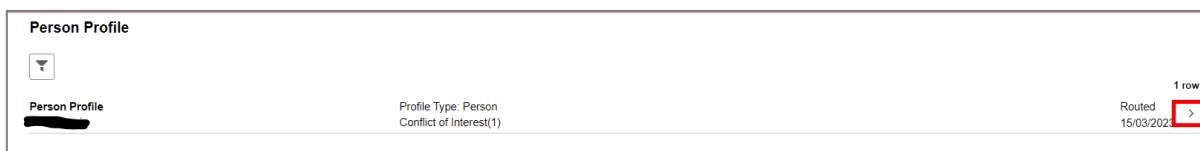
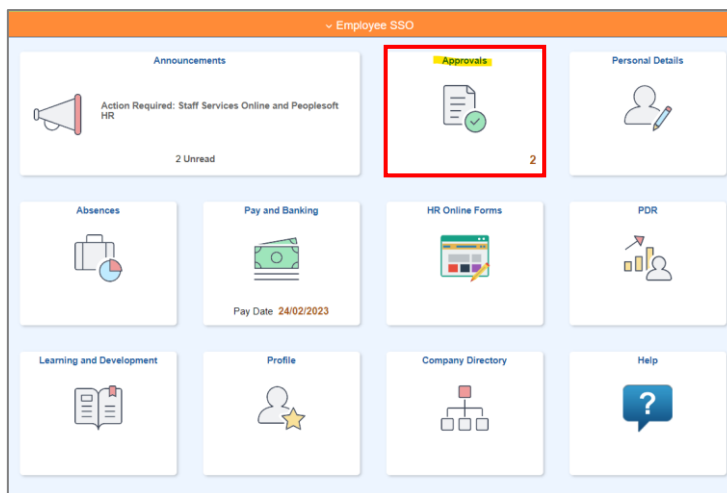
Please note, you will also receive an annual reminder to review the conflict of interest declaration.

**Queries** should be raised directly with your Supervisor/Manager in the first instance, or contact the HR Service Centre on 8313 1111 or [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au).

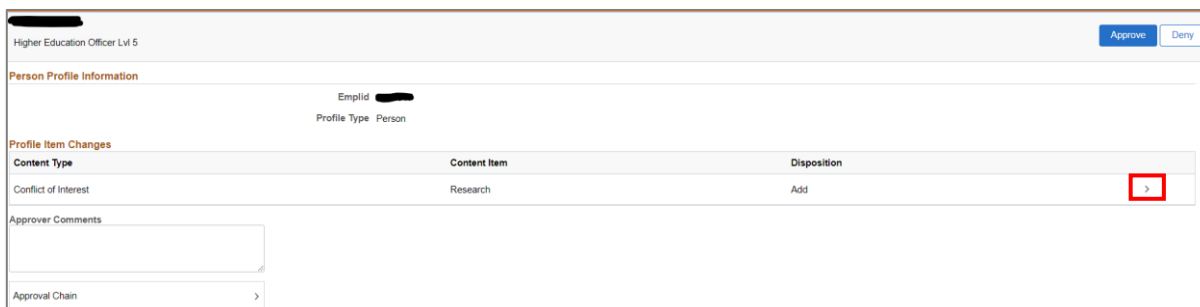
### 3. Approve or Deny a COI Disclosure and Management Plan in SSO (People Leaders)

People Leaders (Supervisors/Managers) will **receive an email** notification of submission for review.

Click the link in the email to review or access the pending approval from the Pending Approvals list or tile in SSO.



Click > to open and **review details**.



Click > to **view the attachment**. Review the details on the attached form, ensuring that all approvals have been recorded.



Close the page using the **x** on the top right.

Approve or Deny – where a form does not have all the relevant information or approvals, it should be denied, with a comment recorded to reflect the reason why.

Higher Education Officer Lvl 6 Approve Deny

**Person Profile Information**

Emplid: [REDACTED]  
Profile Type: Person

**Profile Item Changes**

Content Type	Content Item	Disposition
Conflict of Interest	Recruitment	Add >

Approver Comments:

Approval Chain: >

Once actioned, an **email confirmation** will be sent to the staff member or titleholder advising if it has been approved or denied.