1) Can I accept a digital signature?

Yes. Per ORS, they will accept digital signatures for the Conflict of Interest Form (COI). Please note, digital signatures are only allowed for the COI form and no other documents.

2) Do I need to obtain a COI form for employees that were actively employed in calendar year 2013, but have since terminated?

No, you do not need to obtain COI forms for terminated employees.

3) Do student hires, casual hires, Graduate Assistants, and post-doc fellows need to complete a COI form?

Yes, since they receive payments/compensation from the University, they are required to complete a COI form.

4) Should I disclose my affiliations with UCERA, UH Foundation and Hawaii Residency Program?

Yes, because these entities are not exempt since they do not meet the definition of “academic teaching hospital, medical center, or research institute affiliated with a U.S. institution of higher education” as specified in the regulations.

5) If I answered “No” to all the questions in Part I, do I need to submit Part II?

No.

Any further questions, please contact Jeff Long at jeffery@hawaii.edu or 692-1172.