

**IOWA**

---

# Quarterly Business Officers Meeting

**June 12, 2025**

# Today's Agenda

- Change Management 5 Minute Tip – Blair Wagner
- Business Officer Update – Terry Johnson
- MAS – Monthly Account Statement – Carolyn Gritton
- Startups, COIs and COCs – Martha Hedberg, Isandra Martinez-Marrero, Jan Waterhouse
- HR Assistant Project – Julie Cunningham
- Spot Award Program Updates – Trevor Glanz
- Year End Financial Compliance – Rachel McGuire

## **Q2 CY 2025 Business Officers Meeting**

# Objectives

- Define a startup
- Understand when startups should be disclosed
- Identify potential conflicts of interest/commitment related to startups
- Identify UI resources

An aerial photograph of a city street intersection during the 'blue hour' of sunset. The sky is a vibrant blue with scattered white clouds. In the foreground, a multi-lane road with a brick-paved crosswalk is visible, with several cars and a yellow bus. To the left, there are multi-story buildings with flat roofs. To the right, a large green lawn is bordered by trees and a grand, white, classical-style building with a prominent golden dome and columns. The overall scene is bright and clear, with a mix of urban architecture and greenery.

**STARTUPS**

# Startups\*...

...are companies or ventures that are focused on a single product or service that the founders want to bring to market.

*(Investopedia)*

- Entrepreneurs
- Iowa Office of Innovation
  - UI Ventures, Protostudios, etc.

\*Also **small businesses**

# Features of a Startup

- Privately held company
  - Public cannot buy stock
- Anyone can have one
  - Faculty, P&S, Merit, Students
- Required to disclose if it is related to UI role
  - Doctors and medical devices
  - IT staff and software
- Disclosure **ALSO** required if
  - time commitment may interfere with UI responsibilities
    - Engineer owns a catering business that caters events during business hours

# Types of Startups

- LLCs, Sole Proprietorships
- May cross disciplines
  - Health care, law, education, engineering, physics, chemistry, public health, dentistry, nursing, etc.
- Based on a service
  - Private practice, telehealth, professional consulting, manufacturing, etc.
- Based on intellectual property
  - Stems from UI research - developed/invented at the University
  - Requires licensing of the IP through UIRF
  - Drugs, medical devices, diagnostics, biologics, software, etc.

# RESEARCH ACTIVITIES

An aerial photograph of a city street intersection during the day. The sky is bright blue with scattered white clouds. In the foreground, a multi-lane road with a brick-paved crosswalk is visible. Several cars, including a red sports car, a black sedan, and a yellow bus, are on the road. To the left, there are several multi-story buildings with flat roofs and awnings. To the right, a large green lawn is bordered by trees and a white building with a prominent dome and columns. The overall scene is a vibrant urban landscape.

# Research with Startups

- SBIRs and STTRs
- Federally funded
  - NIH, DoD, NSF, DoEn, etc.
- Research is split between company and university
- Based on intellectual property
  - Developed/invented at the University
  - Working with UIRF
  - Requires licensing of the IP
  - Drugs, medical devices, diagnostics, biologics, software, etc.

# COIs in Research with Startups

- Identified by the OVPR
  - eCOI
- Managed through the OVPR
  - COIR Office
- Management Mechanisms
  - Plan issued by OVPR
  - Transparency (disclosure) is the main tool
  - Plans are not available for your role

# What does this mean for you?

- Routing form approvals
  - Data sharing agreements
- Grant & contract budgets
  - Incoming awards
  - Outgoing subawards
- Human subjects research
  - Cash handling
- Purchasing COI policy
  - COI-approved vendor

# CONFLICT OF COMMITMENT

An aerial photograph of a city street intersection. A prominent yellow banner with the text "CONFLICT OF COMMITMENT" is overlaid across the center. The scene includes a multi-story brick building on the left, a paved intersection with cars and a bus, and a large green lawn area with a classical building featuring a golden dome in the background. The sky is blue with scattered white clouds.

# Conflict of Commitment (COC): Faculty

- University encourages faculty participation in **external activities**, but ...
- Activities must not compromise their ability to **fulfill university duties**.
- General rule: external activities should not exceed **nine business days** per academic term (fall, spring, summer terms).

***ASK: Is the faculty member fulfilling their university responsibilities?***

# Conflict of Commitment (COC): Staff

- Must take appropriate leave for any time spent on outside business during business hours,
- Or make other arrangements to fulfill work responsibilities  
–e.g., flexible schedule

***ASK: Is the staff member performing outside work during university business hours?***

# COC and Startups

- Possible scenarios
  - Time commitment could interfere with UI work
  - Same employee represents both UI and company in interactions with third parties
- Management mechanisms
  - Document time and location of outside work
  - Assign another UI representative for third party interactions

# CONFLICT OF INTEREST IN THE WORKPLACE



# Conflict of Interest in the Workplace

- A conflict exists whenever:
  - **financial** interests or other **personal** considerations
  - **outside** of the University
  - have the **possibility** (either actual or appearance) of
  - compromising a faculty or staff member's **professional judgment** in teaching, research, business decision-making.

# Prohibited Activities Include:

- Using UI property/resources for personal financial gain
- Pursuing a business opportunity without giving UI right of first refusal
- Using UI letterhead for outside activities
- Using UI position or property to market non-UI products

# COI-W and Startups

- Potential scenarios
  - Employee does Company work on UI property, using UI equipment
  - Employee refers UI work to the external company
- Management mechanism
  - Define roles – UI and startup
  - No use of UI property/equipment for startup work, or
  - Establish contract so company pays for use of UI property/equipment
  - No solicitation of business for company using UI networks/resources

# CONFLICT OF INTEREST IN EMPLOYMENT (NEPOTISM)



# Nepotism

- A conflict exists when:
  - UI employee has a **personal or outside business relationship**
  - With another **UI employee**
  - Over whom they have **UI decision-making authority**
- Relationships include:
  - Familial
  - Romantic/intimate
  - Significant friendship
  - Significant outside business relationship

# Nepotism and Startups

- Potential scenarios
  - Company Co-founders/owners
  - Board of Directors and Executive
  - Supervisory relationship in both contexts
    - Consider vulnerability of certain populations: students, postdocs, at-will staff
- Management mechanism
  - Reassign UI supervisory role

# Resources

## **Policy Manual II. Community Policies**

Chapter 18 – Conflicts of Commitment and Interest

<https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest>

## **Policy Manual III. Human Resources**

Chapter 8 – Conflict of Interest in Employment (Nepotism)

<https://opsmanual.uiowa.edu/human-resources/conflict-interest-employment-nepotism>

## **Office of the Vice President for Research**

Applicable policies and guidelines for startup companies at the University of Iowa

<https://research.uiowa.edu/applicable-policies-and-guidelines-startup-companies-university-iowa>

Startups, COIs and COCs

# Questions?

**Martha Hedberg**

Conflict of Interest Manager  
OVPR

**Jan Waterhouse**

Assistant VP, Employee Relations  
UHR

**Isandra Martínez-Marrero**

Director, HR Progs. & Policy Admin.  
UHR

---

# Spot Award Program Updates

Trevor Glanz

*Executive HR Director, Compensation/Classification, Pay Operations, and HR Data Administration*

June, 2025

# Spot Award Definition

The University of Iowa utilizes a Board of Regents approved Spot Award program which allows departments the option to give an “on the spot” financial reward to employees who go above and beyond their normal work expectations.

<https://hr.uiowa.edu/pay/compensation-classification/professional-scientific-compensation/flexible-pay-exceptional-performance>

# Spot Award Program Parameters

- Maximum net award is \$200.
- Eligible employees can receive up to 6 awards per fiscal year.
- The effective dates of the awards must be at least 30 calendar days apart.

# Spot Award Program History

---

- The flexible pay pilot program began in 2005 and was fully implemented in 2006 with an eligible population of P&S regular staff.
- Regular SEIU staff became eligible in 2018.
- Regular Merit staff became eligible in 2019.
- Regular Faculty and Institutional Officers became eligible in 2022.

# Updates Effective July 1, 2025

---

- Paid temporary employees will become eligible on July 1, 2025.
  - Faculty
  - Staff
  - Students
  - Graduate Assistants
  - Post Docs
- The maximum amounts and number of awards will be administered in the same manner as regular employees.

# Timing of Payments

---

- **Monthly employees:** Receive spot award payments on the 1<sup>st</sup> working day of the month but as a separate line item.
- **Biweekly employees:** Will receive payments on biweekly pay day as a separate line item for service dates within or before the biweekly pay period.

# Institutional Accounts Used

---

- Faculty/IO = 5008/5108
- P&S = 5208/5308
- SEIU = 5209/5309
- Merit = 5408/5508
- Post Docs = 5217/5317
- Graduate Assistants = 5216/5316
- Students = 5948/5968



# Questions



[comp-class@uiowa.edu](mailto:comp-class@uiowa.edu)

**VMOI**

# Year End Financial Compliance

---

## Financial Sub-certification

Due date – September 12, 2025

Required certifiers – Dean/VP, Business Officer, Senior HR Rep, Directors of central units

## Account Reconciliations

Reconciliation of all TDR's for FY25

## Management of Deficit Balances

Timely review and resolution

## Reconciliation of Balance Sheet

Required quarterly to ensure GL balances are supported by subsystems

## Unrelated Business Income

Tax Director will reach out to request fiscal year results

## Cash Handling Compliance

Minimum of an annual review of procedures

## Space Survey – Functional Use

Due date – June 30, 2025

CCOM, College of Engineering, CLAS (4 departments)

## Account Owner/Reviewer Roles

Review missing roles on EFR dashboard

**IOWA**

Quarterly Business Officers Meeting

**Thank you**

Rachel McGuire, MBA, CPA  
AVP & University Controller

319-335-0728  
rachel-mcguire@uiowa.edu

→ [controller.fo.uiowa.edu](https://controller.fo.uiowa.edu)