

# Managers Need to Know: Register of Interests (2025/26)

## Key message

To maintain transparency and manage any potential conflicts of interest, colleagues must declare relevant personal interests in line with [University Ordinance VIII](#) and the [Financial Regulations](#). This supports good governance while recognising that staff will naturally build personal networks and external connections.

## Who needs to act

All University staff on Grade 6 or above must complete an annual Register of Interests return (including a nil return).

- Any paid employment, including self-employment,
- Any board positions held within other companies, or
- Membership of professional bodies.

## What managers need to do

- Remind Grade 6+ colleagues in your area to submit their return (including nil returns) using the 2025/26 online system on [the dedicated SharePoint site](#).
- Encourage early completion and allow time for staff to access the platform and submit.
- Signpost support resources (see links below) and escalate issues where needed.

Access note: On first use, staff may be prompted to allow app permissions. If access issues occur, refreshing/reloading the page can help.

**Manager guidance:** See the Register of Interests guidance pages for step-by-step support and FAQs.

- **Submitting a nil return:** once you are in the system, submitting a 'Nil Return' should not take more than four clicks.
- **Submitting a conflict of interest:** Guidance on submitting a declaration of interest is available from the [Register of Interests guidance pages](#) or see the [Register of Interests StaffNet page](#) for further information.

## Key date

Grade 6+ colleagues must complete the Register of Interests return by **Friday 29 May 2026**.

## Support

For help with the online system, email [roi@manchester.ac.uk](mailto:roi@manchester.ac.uk).