

Administrative Process for Conflict of Interest Reporting

Effective April 7, 2017

Scope

Federal regulations require that all persons who are involved in the design, conduct, or reporting of research must complete an annual Conflict of Interest (COI) disclosure. Federal regulations, State of Ohio laws, OSU policies, and accreditation requirements also mandate that faculty, staff, and students who are key personnel on research protocols involving the use of human subjects, animals, or biohazardous materials in research also be screened for potential COIs.

Guidelines and Procedures

1. You must submit an electronic COI if you are Faculty, staff, or a student who has been an investigator or senior/key personnel on a sponsored project in the past 12 months, or received salary support from specific federal grants or industry sponsored projects which require COI reporting or are listed on a IRB, IACUC or IBC protocol. (see instructions below)
2. Any employee of The Ohio State University with a fiduciary or financial responsibility to the University is required to complete this form annually.

The above-listed individuals are asked to complete their disclosures on or before the end of May annually. Please note that the federal regulations and university policy require faculty, staff, and students to update their COI disclosures within thirty days of receiving any **new** financial interests.

Instructions

Sign onto the e-COI disclosure at <http://go.osu.edu/coi> using your OSU Internet Username (name.#) and password.

- The information you disclosed on your last year COI disclosure form will appear at the top of each company page.
- Any updates you make when filling out the form are saved whenever you click any of the “**Save**” buttons.
- When finished, you must verify that the information you provided is accurate by clicking, “I verify that the above information is correct,” prior to clicking the “**Submit Disclosure**” button at the bottom of the form (or last section of the form). Please note that your form will electronically route to the Senior Associate Dean of Research. Once the Senior Dean of Research has reviewed and electronically signed your disclosure it will route to the Office of Research Compliance for review and electronic signature.