How to fill out a PHS-compliant COI disclosure

Additional Resources Available!

A **video tutorial** explaining how to fill out a PHS-compliant COI disclosure is available **here**. You can access a full list of **online COI education modules here**.

Step 1: Create a new disclosure
- Go to this link: https://www3.acs.ncsu.edu/coi/COIMain.php
- Log into the COI System using your Unity ID and password.
- Click on **"Create or Edit My Disclosure"** in the COI System main menu (This option should be near the top of the page).

Optional: Copy info from your most recently filed COI disclosure
- If you have filed a COI disclosure at NC State University in the past, you will see a screen that asks if you would like to copy info from your most recent COI disclosure to a new record, or start with a blank form. **If you are not brought to this screen then you can skip to Step 2.**
- You may choose to copy all of the data from your most recently submitted disclosure to the new disclosure that you are filling out now by clicking the circle next to **"Copy data to new disclosure."** This cuts down on the time you will need to spend inputting information into your new disclosure. It is the recommended option IF your situation has not changed since the last time you filed a COI disclosure, or if you only have one minor change to add to or delete from the information you reported on your most recent disclosure. **However, if you choose this option, please be sure to review thoroughly all of the data copied over to ensure that it is still current, accurate, and complete. If you have any COIs that were NOT previously reported, be sure to include them as well.**
- Otherwise, click the circle next to **"Use a new blank disclosure"** to fill out a new disclosure in full.
- When you have selected either "Copy data to new disclosure" or "Use a new blank disclosure," then click the **"Go to the new disclosure form"** button.

Step 2: Make sure your COI disclosure is PHS-compliant
- You should now be in the COI disclosure form. To make sure that you are filling out a PHS-compliant COI disclosure, scroll down until you see the "Associations" section. It should say "**This is a PHS-compliant disclosure**" here, like the following screenshot. **If it does then go to Step 3.**

ASSOCIATIONS Save Help

This is a PHS-compliant disclosure -- it will also satisfy the disclosure requirement if your PHS funding ends in the future.

- If your disclosure says "This is a standard (not PHS-compliant) disclosure," convert your disclosure to a PHS-compliant form by clicking the **"Convert this disclosure to PHS-compliant form"** button.

ASSOCIATIONS Save Help

This is a standard (not PHS-compliant) disclosure. If in the future you receive funding from PHS or an agency whch has adopted the PHS Conflict of Interest policy you will need to file another disclosure to satisfy PHS Conflict of Interest regulations. If you are planning to submit a proposal to one of these agencies in the near future you may convert this disclosure to a PHS-compliant disclosure by clicking the button below.

Convert this disclosure to PHS-compliant form

- Your disclosure will reopen. Scroll down to the "Associations" section and confirm that it now says "This is a PHS-complaint disclosure" here. Now proceed to Step 3.

Step 3: Fill out your COI disclosure
- Fill out the disclosure as completely and accurately as possible.
- Answer each question on the disclosure with a "Yes" or "No" by clicking the appropriate circle.
- You may save your work on a single section by clicking the "**Save**" button in the right hand corner of each section.
  - Each section on the disclosure ("Associations," "Textbooks, Other Intellectual Property," "Other Potential Conflicts of Interest," "Family and Personal Associations," "Center/Institute Manager Training") has its own "Save" button.

TEXTBOOKS, OTHER INTELLECTUAL PROPERTY Save Help

2. Are you or a member of your immediate family the author of a textbook, course pack, lab manual or other manual, for which you or your immediate family member receives royalties or other compensation from sources other than the University, that is required for any class that you teach?

○ Yes ● No

ANSWERING "YES"
- If you answer **"Yes"** to any question, you will be required to fill out more information in a separate screen (As an example, the next screenshot you will see on this guide is the separate screen you are brought to if you answer "Yes"

to the question in the "Associations" section of the COI disclosure). On these screens:
- o You may save your work on a single section by clicking the "Update" button.
- o When you are finished filling out all of your info, scroll down to the bottom of the page and click **"Save and Return to Main Form." If you do not click this button, your changes will not be saved.**

Step 4: Submit your COI disclosure
- **Review your form to ensure that it is current, accurate, and complete to the best of your knowledge.**
- Submit your completed PHS-compliant COI disclosure by scrolling all the way to the bottom of the page and clicking the **"Approve and Route for Review"** button in the Reviewer's Comments section.
  - o **If you did NOT report any COIs on this disclosure**, it will simply be recorded by the system after you submit it.
  - o **If you DID report COIs on this disclosure**, your COI disclosure will require review. Once you submit your COI disclosure, it will automatically route to the designated approver(s) for your Department/College. An auto-generated email will also be sent to the designated reviewer(s) to notify them that your COI disclosure is awaiting their review.
    - An approver or reviewer may return your COI disclosure to you requesting additional information, edits, or review. If your COI disclosure is returned, you will receive an auto-generated email by the system stating that your COI disclosure requires additional action on your part. **You must re-submit your COI disclosure when you are finished making the required or requested changes.**

- If you are not ready to submit your COI disclosure yet, you can click the **"Save and Return Without Routing"** button in the Reviewer's Comments section. This will save all of the changes you have made this session. When you are ready to finish your COI disclosure, you can come back to your form by logging back into the COI System and clicking the "Create or Edit My Disclosure" button on the main menu.

Optional: Check that your COI has been submitted

- If you are interested in confirming that your COI disclosure has been submitted (or in reviewing a previously submitted COI disclosure), return or go to the COI System main menu.
- Click on the option to **"View Accessible COIs."**
- Select your name and click the **"Get Disclosures"** button.
- The next screen will display all of the COI disclosures which you have started or submitted.
- Successfully submitted COI disclosures will appear in black with the date they were submitted. You may review any submitted disclosure by clicking the **"Review"** button next to it:

COI No.	Name	Date Submitted	
88171	Harden, Tracy L.	08/15/2016	Review

- COI disclosures that have <u>not</u> been successfully submitted yet *or* disclosures returned to the employee for further review (Returned COI disclosures require re-submission) will indicate that they are **"Pending employee's certification."**

COI No.	Name	Date Submitted	
99236	Harden, Tracy L.	Pending employee's certification	Review

- COI disclosures successfully submitted with a management plan will appear in red.

COI No.	Name	Date Submitted	
99235	Harden, Tracy L.	03/23/2017	Review