

COI & NOI REMINDERS

For NC State Employees & Their Start-Up Companies



READ **REG 01.25.01**

to make sure you understand NC State's **Conflicts of Interest** and **Conflicts of Commitment** policy.

UPDATE YOUR **COI DISCLOSURE**

to include your relationship with the start up company.
This also serves to notify your department head.



COMPLETE A **NOTICE OF INTENT (NOI) FORM**

regarding the time you intend to commit to the start-up company.

If you anticipate that **your start-up company may become involved in sponsored research at NC State**, either through a contract or subcontract,

NOTIFY THE SPARCS COI OFFICE

at coi-noi-compliance@ncsu.edu.



ESTABLISH A MANAGEMENT PLAN, as applicable, with assistance from the COI Administrator and your Department Head/ADR. **COMMUNICATE** and **DISCUSS YOUR PROPOSED PLANS** with the COI Administrator.

*The Management Plan will include **safeguards to protect the integrity of the research.***

Want to learn more about management plans?

*Check out **this FAQ!***

As part of your Management Plan, you may be required to

COMPLETE A **COI DECLARATION & ACKNOWLEDGMENT FORM**



and **provide this form to ALL research group members, any co-Is, and other key personnel** to inform them of your COIs.

*Each person must read, date, and sign the form and return it to you **at the time they will be participating** in any research involving the start-up company or the licensed technology.*



Your Management Plan may also require you to
DISCLOSE YOUR RELATIONSHIP TO THE COMPANY

when publishing or presenting data or research related to or involving the licensed technology

AND to human subjects when research involves human subjects and **has been approved by the IRB.**



**SMALL BUSINESS
INNOVATION RESEARCH (SBIR)
PROGRAM**

IMPORTANT ACTIONS

for those planning on applying for the

or the



**SMALL BUSINESS
TECHNOLOGY TRANSFER (STTR)
PROGRAM**

Please **view this FAQ** and **complete this form.**
Email the completed form to coi-noi-compliance@ncsu.edu.

Familiarize yourself with **program guidelines** and **eligibility requirements.**
The **Small Business Concern (SBC)** **MUST** meet each eligibility requirement at time of award.

Decide which hat you will wear.

University employees may **NOT** serve as both PI for the SBC and PI for the subcontract awarded to the university.

RESOURCES

SPARCS COI & NOI Home Page
REG 01.25.01 – Conflicts of Interest and Conflicts of Commitment
COI System Login
COI System Help & Tutorials
NOI System Login
NOI System Help & Tutorials
SBIR & STTR Frequently Asked Questions (FAQ)
SBIR & STTR Form
Management Plan Guidance
COI Management Plan Declaration & Acknowledgment Form
General COI Frequently Asked Questions (FAQ)
General NOI Frequently Asked Questions (FAQ)

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