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.

**IMPORTANT ACTIONS** for those planning on applying for the **SMALL BUSINESS INNOVATION RESEARCH (SBIR) PROGRAM** or the **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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