

To: Investigators and Research Administrators

From: Mary Lovely, Conflict of Interest Coordinator

Subject: Clarification of the Conflict of Interest (COI) Reporting Process

Based on the feedback we've received regarding the new conflict of interest forms and the resulting change on page 2 of the SPS Proposal Routing Sheet (PRS), the following guidelines are provided as clarification of the current reporting process:

- All investigators must answer the new question on the PRS ("Have you filed a "Report of Financial Interests" with the OVPR?"). The proposal may still be submitted if an investigator responds "no" to the question, but a signed report for that investigator **must** be forwarded to the COI office within ten (10) business days after proposal submission.
- Check **ALL** appropriate boxes when reporting the "Reason for disclosure", particularly if the project involves human subjects.
- Remember to always visit our website (<http://www.vpr.arizona.edu/COI-forms>) before completing COI forms, to make sure you are using the most recent version.
- Signed reports should be scanned and sent as an email attachment to [coi@email.arizona.edu](mailto:coi@email.arizona.edu). We will accept forms via fax or campus mail if you do not have access to a scanner, but email attachments are preferred.
- If funding is awarded, it is the responsibility of the Principal Investigator to ensure that disclosable interests are reported by **all appropriate personnel** (additional information is available online at <http://www.vpr.arizona.edu/reporting-instructions>).

**NOTE:** Brief informational sessions on the COI reporting process will be offered beginning in September for all interested faculty, staff, and students; the current schedule is attached and also posted on our website at <http://www.vpr.arizona.edu/conflict-of-interest>.

If you need further information or assistance with the COI forms, feel free to contact me at [lovely@email.arizona.edu](mailto:lovely@email.arizona.edu) or 626-7879.