

eCOI: User Guide

Introduction

Emory's eCOI software program is a University and Healthcare system-wide tool that helps administrators implement Emory's policies and procedures regarding Investigators' financial interests and external activities related to their Institutional Responsibilities. This program and reporting process is used by Emory University and Emory Healthcare only. If faculty or staff have a government agency appointment or affiliation, they must check with that agency about any additional reporting requirements.

Accessing eCOI

Firefox is recommended as your Internet web browser for this program.

Other web browsers might have compatibility issues and the content of this system might look altered and/or may not function properly. The program does not work well on smart phones or tablet computers.

Instructions:

Open your internet web browser and type or copy/paste www.ecoi.emory.edu into the address bar.

or

Link to the web site by clicking “Enter eCOI” on Emory’s Conflict of Interest home page, located at www.coi.emory.edu.

eCOI

electronic Conflict of Interest



[COI Policies](#) | [eCOI Home](#) | [Logout](#)

Username:

Password:

LOGIN

Your Emory University username and password are required to log in to this application.

If you are having trouble with your password please contact the Help Desk at (404) 727-7777.

[COI Home](#) | [Office of Research Administration](#) | [NIH](#)

An Emory Network ID and Password are required to log into the eCOI system.

Log in to the system by using your Emory credentials (this is the same username and password that you use for PeopleSoft, Outlook, Virtual Desktop, etc.).

Welcome Page

Once you have logged in, you will see the eCOI Welcome Page.

If this is your first time using the application, it is highly recommended that you take the time to read this section.

Section Highlights:

- Application usage
- Who has access to this application
- What you will need to get started
- Who has access to your information
- How do I know when my report is complete
- Whom do I contact with questions

Instructions:

Once you finish reading this page, you may click on “**eCOI Home**” in the upper right corner of the page.

or

You can scroll to the bottom of the page and click on “**continue**” to your homepage.

Your eCOI home page

System notifications and reminders

A list by company/entity of all of reported external consulting agreements

A list by title of research projects and proposals that identify you as a member of the research team

A list of any of research projects that are under a management plan

A reminder about when your next Annual Certification is due and when the last one was completed

A reminder about when your training certification is due and when the last one was completed

eCOI
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EMORY UNIVERSITY
COI Policies | eCOI Home | Logout

Notifications

- Your COI Training and Certification is due. [Click here to complete](#)
- Your new Annual Certification is due 12/31/2012. [Click here to complete](#)

My Current External Activities as of 02/26/2013 ([Add New](#))

Emory ID	COI Status	Company / Entity	Total Compensation Previous 12 Months	Total Compensation Next 12 Months	Anticipated Total Days of Service	Start Date	End Date	Actions
No Current External activities Open								

My Current Investigator Financial Interest in Research Reports as of 02/26/2013

If any of the projects below have ended or were cancelled, please remove them.

Emory ID	COI Status	Research Title	Role	Funding Agency	Form Status	Actions
No Current Financial Interest in Research Reports Open						

My Managed Research as of 02/26/2013

Case#	Title	Funder	Entity	Status	Due Date	Actions
No Management Research						

My Annual Certification

- Your last Annual Certification was completed on: 06/13/2011
- Your next Annual Certification is due by 12/31/2012 ([Click here to complete](#))

My COI Training

- Your next COI Training and Certification is due. ([Complete](#))

Welcome, Amanda
Your last login was on 02/26/2013 at 10:51am
Annual Certification Due: 12/31/2012

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[Add a new external activity](#)
[Manage my external activities](#)

Proposal Financial Interest in Research Report (Principal Investigators and Research Admins only)
[Overview](#)
[Instructions](#)
[Add a new proposal](#)
[Manage my proposals](#)

Investigator Financial Interest in Research Report
[Instructions](#)
[Manage my reports](#)

Annual Certification
[Overview: Emory University](#)
[Overview: Emory Healthcare](#)
[Complete a new annual certification](#)

My COI Training and Certification
[Complete a new COI Training and Certification](#)

Help
[Fast Start Guide](#)
[Research Guide](#)

The navigation menu on the right side of the page provides an overview and instructional information about each type of report; this also includes links to view and manage reports.

Four Distinct Sections

1. *COI Training*, where faculty and staff certify that they have received information about Emory's policies and the federal regulations on Objectivity in Research.
2. *Annual Certification*, used by faculty during the annual certification period to review and update their current external activities and financial interests in research and certify that they are up to date.
3. *Faculty External Activities*, used by faculty members to report their external activities, such as consulting agreements, related to their Institutional Responsibilities and receive permission for these activities from their department chairs and deans.
4. *Financial Interests in Research Reports*
 - a. Proposal Financial Interest in Research Report, used by research administrators and PIs to initiate the process of collecting Investigator's Financial Interest in Research Reports for their proposals.
 - b. Investigator's Financial Interest in Research Report, used by an Investigator to report whether s/he has any significant financial interests associated with a specific research proposal.

Completing Training

- Federal regulations require that Institutions receiving funding from the US Public Health Service provide training to their Investigators about the federal regulations, the Institution's policy, and Investigators' responsibilities under the policy and regulations. The training is required to be documented and provided at least every four years.
- **To use eCOI for the first time, the training must be completed before any other forms can be initiated.**
- eCOI has a one page training that provides access to regulations and policy. Users must certify that they have read the policy, regulations, and understand their responsibilities by initialing where indicated on the form.



• Department of Health & Human Service Final Rule on the Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought (42 C.F.R. Part 50, Subpart F) and Responsible Prospective Contractors (45 C.F.R. Part 94)

[DHHS regulations](#)

I have been provided a copy of the DHHS regulations.

Initials

• Emory University's Policy 7.7 for Investigators Holding a Financial Interest in Research

[Policy 7.7](#)

I have read Policy 7.7 and I understand that I am responsible for complying with the policies set forth by Emory University.

Initials

Once training is completed and submit button is clicked, a user will be taken back to the personalized eCOI home page.

eCOI

ANNUAL CERTIFICATION

Completing an Annual Certification

Section Highlights:

- All faculty involved in research must complete an Annual Certification.
- Faculty must self-identify whether or not they are involved in research projects funded by the US Public Health Service (e.g. NIH, CDC, FDA, AHRQ, SAMHSA, HRSA, etc.); this will direct them to the correct form that must be completed.
- Those who are not involved in any sponsored research should select “Non-PHS.”

Key terms

- **Investigator:** the Project Directors, Principal Investigators, members of the research team identified as senior/key personnel on the grant or contract application, progress report, or any other report. In addition, individuals identified by the Principal Investigator or Project Director who are responsible for and have substantial independent decision making in respect to the design, conduct or reporting of the research, which might include Collaborators or Consultants named on the grant.
- **Institutional Responsibilities:** activities related to an Investigator's Research, Teaching, Administrative, or Clinical Duties at Emory
- **Significant Financial Interest:** interests held individually by the Investigator, his/her spouse or same-sex domestic partner, and dependent children, including ownership interests (i.e., stock/options, dividends, equity) that are valued at more than \$5,000; remuneration or honoraria valued at more than \$5,000; Intellectual Property fees and/or royalties; any ownership interests (i.e., stock/options, equity) in privately held entities (i.e., start-up companies, LLC's); any fiduciary position (e.g., director, officer, trustee, management employee) in a non-Emory entity.

Definitions of these terms may also be found in Emory Policy 7.7 *Policy for Investigators Holding a Financial Interest in Research*.

Instructions:

From the eCOI Home page, the **Annual Certification** form can be completed by clicking on any one of three links to the form on the eCOI home page.

eCOI Researcher Dashboard

eCOI
electronic Conflict of Interest

COI Policies | eCOI Home | Logout

Welcome, **Cornelius**
Your last login was on 03/05/2013 at 10:32am
Annual Certification Due: 12/31/2012

Notifications

- Your new Annual Certification is due 12/31/2012. [Click here to complete](#)

My Current External Activities as of 03/05/2013 (Add New)

Emory ID	COI Status	Company / Entity	Total Compensation Previous 12 Months	Total Compensation Next 12 Months	Anticipated Total Days of Service	Start Date	End Date	Actions
E19437	Pending Completion	Complete Remove Details

My Current Investigator Financial Interest in Research Reports as of 03/05/2013

If any of the projects below have ended or were cancelled, please remove them.

Emory ID	COI Status	Research Title	Role	Funding Agency	Form Status	Actions
No Current Financial Interest in Research Reports Open						

My Managed Research as of 03/05/2013

Case#	Title	Funder	Entity	Status	Due Date	Actions
No Management Research						

My Annual Certification

- Your last Annual Certification was completed on: 07/19/2011
- Your next Annual Certification is due by 12/31/2012 ([Click here to complete](#))

My COI Training

- Your COI Training and Certification was completed on 02/15/2013

My Fiduciary Roles

Company/Entity	Position Held	Action
No Fiduciary Roles		

ADD ANOTHER

My Other Honoraria

Company/Entity	Compensation	Date Received	Action
No Honoraria			

ADD ANOTHER

My Licensing fees/Royalties

Title of Intellectual Property	Is this Emory Intellectual Property?	Licensee(if applicable)	Amount of Royalties/Fees received in the last 12 months (in USD)	Equity/Ownership	Action
No Intellectual Property					

External Activities

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[Add a new external activity](#)
[Manage my external activities](#)

Proposal Financial Interest in Research Report (Principal Investigators and Research Admins only)

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Investigator Financial Interest in Research Report

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Annual Certification

[Overview Emory University](#)
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[Continue your annual certification](#)

My COI Training and Certification

[View current COI Training and Certification](#)

Help

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file:///C:/Users/cprzybi/Desktop/eCOI%20Researcher%20Dashboard.htm[3/5/2013 10:41:26 AM]

Selection of forms

After reviewing the initial page of information regarding the Annual Certification, you must determine whether or not you are involved in US Public Health Service funded research and click the appropriate button in order to be directed to the correct reporting form.

Annual Certification: PHS Funded/Sponsored vs. Non-PHS Funded/Sponsored Research

Beginning summer 2012, U.S. Public Health Service (PHS) requires institutions to collect additional information regarding Investigator's Significant Financial Interests. In order to best collect this information, we ask you to identify whether you engage in PHS funded research or anticipate engaging in PHS funded research in the next 12 months. Your response will direct you to the appropriate Annual Certification to complete.

If you serve as an Investigator (i.e., PD/PI, senior/key personnel, and/or individuals identified by PD/PI as having independent decision making in respect to the design, conduct or reporting of the research) on a PHS funded project either through a direct award to Emory or as a subaward from another organization (i.e., CFAR; any cancer oncology groups such as RTOG, ACSOG; NIH flow down to subcontract institution), then you must select PHS below. A list of PHS agencies can be found below.

It is imperative that you identify whether you participate in PHS funded research so that Emory University can collect the necessary information required by the federal government.

PHS Agencies:

- Administration for Children and Families (ACF);
- Administration on Aging (AoA);
- Agency for Healthcare Research and Quality (AHRQ);
- Agency for Toxic Substances and Disease Registry (ATSDR);
- Centers for Disease Control and Prevention (CDC);
- Centers for Medicare & Medicaid Services (CMS);
- Federal Occupational Health (FOH);
- Food and Drug Administration (FDA);
- Health Resources and Services Administration (HRSA);
- Indian Health Service (IHS);
- National Institutes of Health (NIH);
- Substance Abuse and Mental Health Services Administration (SAMHSA)

Non-PHS Agencies: The funding agency/sponsor would be an entity NOT listed above. Some examples include:

- private corporation;
- foundations/non-profits;
- internally/departmentally funded

Please click the PHS box to indicate whether you currently have or plan to participate in PHS funded/sponsored research (primary or flow down under a subaward/subcontract). ONLY click the Non-PHS box if you are not participating or plan to participate in PHS funded/sponsored during the next 12 months.

PHS Non-PHS

Remember:
If you do not participate in any sponsored research, you should select "Non-PHS".

- To complete the **Annual Certification**, you are required to review each section, to update as necessary, and to answer every question within the school/unit pages.
- When completed, you will see a summary of your answers.
- When prompted, type in your name to certify the report is accurate and complete.

By submitting this form, I { enter name here } _____, certify (please check each box to confirm your affirmative response to each statement):

- The above information is submitted by me, not a proxy or surrogate, and my electronic signature above certifies that.
- The above information is true to the best of my knowledge.
- I understand that I have an obligation to inform my Chair and Dean in writing if my answers to any of the above questions change during the academic calendar year.
- I agree to comply with the policies and procedures of [Emory University](#) and/or [Emory Healthcare](#) as applicable, related to Conflict of Interest and annual certification requirements.

eCOI

EXTERNAL ACTIVITY REPORTS

Reporting External Activities

Section Highlights:

- Faculty are required to obtain prior approval for external activities from their Department Chair and Dean.
- Adding a new External Activity

Instructions:

An External Activities Report can be entered by clicking “add new” after “My Current External Activities” on the main section of the home page, or in the “External Activities” section in the column at right.

Notifications

- The Investigator Financial Interest in Research Report for Test is pending completion. [Click here to complete](#)
- Your new Annual Certification is due 12/31/2012. [Click here to complete](#)

My Current External Activities as of 03/12/2013 (Add New)

Emory ID	COI Status	Company / Entity	Total Compensation Previous 12 Months	Total Compensation Next 12 Months	Anticipated Total Days of Service	Start Date	End Date	Actions
E18437	Pending Completion	--	--	--	--	--	--	Complete Remove Details

My Current Investigator Financial Interest in Research Reports as of 03/12/2013

If any of the projects below have ended or were cancelled, please remove them.

Emory ID	COI Status	Research Title	Role	Funding Agency	Form Status	Actions
F24110-01	Pending Completion	Test	PI	Pfizer	Pending Completion	Complete Remove Details

Welcome, Cornelius
Your last login was on 03/12/2013 at 08:50am
Annual Certification Due: 12/31/2012

External Activities
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Proposal Financial Interest in Research Report (Principal Investigators and Research Admins only)
[Overview](#)
[Instructions](#)
[Add a new proposal](#)
[Manage my proposals](#)

Investigator Financial Interest in Research Report
[Instructions](#)

To complete an External Activity Report, answer every question and, when prompted, certify the report is accurate and complete.

1.0 External Activity Report

[Report Overview](#) | [Report Instructions](#)

ID#: E10543

1. Enter the name of the company/entity that is the subject of this report. In the box below, type the first letters of the company's name until the correct name appears. If the company/entity is not on the list, you may type in the full legal name of the company/entity.

↳ Is this a not-for-profit entity or a for-profit entity?

Not-for-profit For-profit

2. Is this a start up/faculty/staff-owned entity/company?

Yes No

3. Check all of the external service(s) or activity(s) that you provide, or propose to provide, to this company/entity:

- Consulting
- Scientific/Medical Advisory Board
- Speaker
- Fiduciary Role
- Expert Witness/Legal Consulting
- Data Monitoring Committee/Board
- Confidentiality/Non Disclosure Agreement
- Executive Education
- Other

4. Is this company/entity or its clients involved in any of the following activities on any research in which you are involved? Check all that apply:

- Funds research
- Manufactures devices, drugs, or equipment used in research
- Provides technology, services, proprietary data, equipment or material for the research
- Subcontractor/consultant
- None of the above

5. Do you have any other type of investment or financial arrangement involving this company/entity, for example, stock options, investments in real estate, large equipment, etc.?

Yes No

6. Are you an inventor of technology that is owned, licensed to, or is the subject of licensing negotiations with this company/entity?

Yes No

7a. Do you purchase products or services or participate in purchasing decisions on behalf of Emory University or Emory Healthcare involving this company/entity?

Yes No

7b. If you are a member of Emory Healthcare, do you prescribe to patients, use for patient care or research, approve, or participate in decisions to approve the purchase of products or services from this company/entity?

Yes No

8. Are you aware of your lab, division, department, or clinical service receiving a gift or benefit (e.g., funds, equipment, services, products, entertainment, meals, travel, etc.) for this reporting year from the company/entity?

Yes No

9. Does your spouse, same-sex domestic partner, or minor dependent(s) have a relationship with this company/entity?

Yes No

10. Are you using and/or providing unpublished Emory software, data or work-product in your role at this company/entity?

Yes No

11. Are you currently involved on any proposed or funded PHS research (including ACF, Aoa, AHRQ, ATSDR, CDC, CMS, FOH, FDA, HRSA, HIS, NIH, SAMHSA), or on any research funded by cooperative agreements?

Yes No

eCOI

**PROPOSAL FINANCIAL
INTEREST IN RESEARCH
REPORT**

Completing a Proposal Financial Interest in Research Report

Section Highlights:

- The purpose of this form is to identify project with the various ID numbers of different approval units, the funding source for the project, and the Investigators who will participate in the project in order to initiate the request for each to complete an Investigator Financial Interest in Research Report.
- The research proposal's Research Administrator/Coordinator or Business Administrator, and Lead Principal Investigator are the only individuals authorized to submit a Proposal Financial Interest in Research Report.
- A new form must be completed for each year of a project, continuing award or contract.

Key terms

- **Investigator:** the Project Directors, Principal Investigators, members of the research team identified as senior/key personnel on the grant or contract application, progress report, or any other report. In addition, individuals identified by the Principal Investigator or Project Director who are responsible for and have substantial independent decision making in respect to the design, conduct or reporting of the research, which might include Collaborators or Consultants named on the grant.
- **Institutional Responsibilities:** activities related to an Investigator's Research, Teaching, Administrative, or Clinical Duties at Emory
- **Significant Financial Interest:** interests held individually by the Investigator, his/her spouse or same-sex domestic partner, and dependent children, including ownership interests (i.e., stock/options, dividends, equity) that are valued at more than \$5,000; remuneration or honoraria valued at more than \$5,000; Intellectual Property fees and/or royalties; any ownership interests (i.e., stock/options, equity) in privately held entities(i.e., start-up companies, LLC's); any fiduciary position (e.g., director, officer, trustee, management employee) in a non-Emory entity.

Definitions of these terms may also be found in Emory Policy 7.7 *Policy for Investigators Holding a Financial Interest in Research*.

Instructions

From the eCOI home page, click on “add a new proposal” in the column on the right side of the screen.

The next page will be a general overview regarding Proposal Financial Interest in Research Reports. Clicking “continue” at the bottom of the page will take you to the second page, where you must determine whether the proposed project will be funded by an agency of the Public Health Service.



COI Policies | [eCOI Home](#) | [Logout](#)

Welcome, **Cornelius**
Your last login was on 03/07/2013 at 04:28pm

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Proposal Financial Interest in Research Report (Principal Investigators and Research Admins only)
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[Add a new proposal](#) ← 
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[Definitions](#)
[Contact](#)

Choosing The Correct Form

Name: Cornelius Flowers Telephone Number: 4047788100
Organization: SOM, Medicine: Cardiology Email: cornelius.flowers@emoryhealthcare.org

Determination of PHS Funded/Sponsored vs. Non-PHS Funded/Sponsored Research (Page 2 of 3)

Beginning summer 2012, U.S. Public Health Service (PHS) requires institutions to collect additional information regarding Investigator's Significant Financial Interests. In order to best collect this information, we ask you to identify whether this project is funded/sponsored by a PHS agency (please see list of agencies below) or a Non-PHS agency. Your response will direct you to the appropriate form to complete.

If any portion of your project will be funded by a PHS agency (either through a direct award to Emory or as a subaward from another organization), then you must indicate that the funding source is PHS (i.e., CFAR; any cancer oncology groups such as RTOG, ACSOG; NIH flow down to subcontract institution). A list of PHS agencies can be found below.

It is imperative that you identify the correct funding source so that Emory University can collect the necessary information required by PHS. If the funding source was later determined to be incorrect for the project, you will be required to complete a [new](#) Proposal Financial Interest in Research Report form and the investigators, associated with the project, will need to complete a [new](#) Investigator Financial Interest in Research Report form for the project.

PHS Agencies:

- Administration for Children and Families (ACF);
- Administration on Aging (AoA);
- Agency for Healthcare Research and Quality (AHRQ);
- Agency for Toxic Substances and Disease Registry (ATSDR);
- Centers for Disease Control and Prevention (CDC);
- Centers for Medicare & Medicaid Services (CMS);
- Federal Occupational Health (FOH);
- Food and Drug Administration (FDA);
- Health Resources and Services Administration (HRSA);
- Indian Health Service (IHS);
- National Institutes of Health (NIH);
- Substance Abuse and Mental Health Services Administration (SAMHSA)

Non-PHS Agencies: The funding agency/sponsor would be an entity NOT listed above. Some examples include:

- private corporation;
- foundations/non-profits;
- internally/departmentally funded

Please click the radio button to indicate whether this project is PHS funded/sponsored (primary or flow down under a subaward/subcontract) or Non-PHS funded/sponsored:

PHS Non-PHS



Choose PHS when primary funding source is a US Public Health Service Agency.

Choose non-PHS when primary funding source is industry, foundation, or internal funds.

- Investigators on projects funded by the PHS are required to complete a different Investigator Financial Interest in Research Report in order provide additional information required by federal regulations. Correctly identifying whether or not the project is funded by the PHS will ensure that the Investigators will be directed to the correct disclosure form.

Proposal Form

Ensure the Principal Investigator and title are the same as the information listed on the grant or contract proposal.

Include the project year for the proposal.

Include the relevant tracking numbers for other review units.

Identify Investigators on Research Team – members who are listed as Senior or Key Personnel on the grant or contract and those identified by the PI/PD who are responsible for and have substantial independent decision making in respect to the design, conduct or reporting of the research.

Identify the deadline for completing Investigator Forms and for the Grant /Contract Submission Date. Indicate if receipt of e-mail notifications is desired.

Proposal for Financial Interest in Research Report (Page 3 of 3) [Report Overview](#) | [Report Instructions](#)

ID#: F24116-00
Prepared by: Brenda Seiton

Note: Once you have submitted this report, you will have to **Add** or **Remove** team members by returning to your eCOI home page and selecting the Amend menu option. Information that you enter in the IRB, EPEX, and IACUC sections of this report **WILL NOT** automatically update this report when you make amendments within the IRB, EPEX, or IACUC systems respectively. Please remember to return here to update changes that you have made in other paper and electronic systems.

1. Lead Principal Investigator (you will have the ability to add more investigators and study staff at the bottom of this page):

[Non-Emory Group](#)

2. The PI and the individual creating the Proposal for Financial Interest in Research Report have full access to this report. You may also select one person from Emory to serve as a proxy. This person will have the same proposal monitoring access as you in the event you are not available (**highly recommended**):

3a. Title of Research Proposal (please abide by the funding source character limits)

3b. Project Year

Select... ▾

4a. Please identify Primary Funding Agency/Sponsor of Proposal

4b. If this project is funded by a subcontract/subaward, please identify the prime award recipient (the institution directly providing the funding to Emory).

5. Is this research supported by any internal funds?

Yes No

6. Are human subjects involved in the research proposal?

Yes No

7. IRB# (if available)

[Add Another](#) [Remove](#)

8. IACUC# (if available)

[Add Another](#) [Remove](#)

9. EPEX# (if available)

[Add Another](#) [Remove](#)

10. Research Team:

Please add research team members who are identified as the Project Directors, Principal Investigators, senior/key personnel on the grant or contract application, progress report, or any other report. In addition, include individuals identified by the PI or PD who are responsible for and have **substantial independent** decision making in respect to the design, conduct or reporting of the research, such as Collaborators or Consultants named on the grant.

Name	Organization	Role	Email	Internal to Emory	Action
<input type="button" value="ADD MORE MEMBERS"/>					

11. What date would you like to inform each team member that their individual Investigator Financial Interest in Research Report is due by?

12. Grant or Contract Deadline

13. Do you want to receive notifications when team members have completed their Investigator Financial Interest Related to Research Form?

Yes No

eCOI

INVESTIGATOR FINANCIAL INTEREST IN RESEARCH REPORT

Completing an Investigator Financial Interest in Research Report

Section Highlights:

- The purpose of this form is to identify which Significant Financial Interests might be related to a specific research project.
- All Investigators must complete this form before a project can begin. A summary report of all Investigators forms must be submitted with a grant or contract to the Office of Sponsored Programs.
- Significant Financial Interests held by the Investigator, as well as those held by his/her spouse/same-sex domestic partner or those held by dependent children must be reported if they are related to the Investigator's Institutional Responsibilities.
- A new form must be completed for each year of a project, continuing award or contract.
- The form that must be completed for projects funded by the US Public Health Service (PHS) is different than the Investigator Financial Interest in Research Form Investigators complete for projects that do not receive PHS funds.

Key terms

- **Investigator:** the Project Directors, Principal Investigators, members of the research team identified as senior/key personnel on the grant or contract application, progress report, or any other report. In addition, individuals identified by the Principal Investigator or Project Director who are responsible for and have substantial independent decision making in respect to the design, conduct or reporting of the research, which might include Collaborators or Consultants named on the grant.
- **Institutional Responsibilities:** activities related to an Investigator's Research, Teaching, Administrative, or Clinical Duties at Emory
- **Significant Financial Interest:** interests held individually by the Investigator, his/her spouse or same-sex domestic partner, and dependent children, including ownership interests (i.e., stock/options, dividends, equity) that are valued at more than \$5,000; remuneration or honoraria valued at more than \$5,000; Intellectual Property fees and/or royalties; any ownership interests (i.e., stock/options, equity) in privately held entities(i.e., start-up companies, LLC's); any fiduciary position (e.g., director, officer, trustee, management employee) in a non-Emory entity.

Definitions of these terms may also be found in Emory Policy 7.7 *Policy for Investigators Holding a Financial Interest in Research*.

Instructions:

Your eCOI home page offers two links to access and complete an Investigator Financial Interest in Research Report.

eCOI
electronic Conflict of Interest

Notifications

- The Investigator Financial Interest in Research Report for *Test* is pending completion. [Click here to complete](#)
- Your new Annual Certification is due 12/31/2012. [Click here to complete](#)

My Current External Activities as of 03/11/2013 (Add New)

Emory ID	COI Status	Company / Entity	Total Compensation Previous 12 Months	Total Compensation Next 12 Months	Anticipated Total Days of Service	Start Date	End Date	Actions
E18437	Pending Completion	--	--	--	--	--	--	Complete Remove Details

My Current Investigator Financial Interest in Research Reports as of 03/11/2013

If any of the projects below have ended or were cancelled, please remove them.

Emory ID	COI Status	Research Title	Role	Funding Agency	Form Status	Actions
F24110-01	Pending Completion	Test	PI	Pfizer	Pending Completion	Complete Remove Details

At the top of the non-PHS Investigator Financial Interest in Research Report, you will see all of the external activities that you have reported. If you have no external activities, none will be listed. Using the “Amend” button, you must update the information as necessary.

Name: Brenda Seiton
 Organization: Conflict of Interest
 Telephone Number: 4047274406
 Email: brenda.seiton@emory.edu

Non-PHS Investigator Financial Interest in Research Report for Brenda Seiton

ID#: F24066-02
 Status: Pending Completion

Training ID#: T10022
 Date Training Completed: 08/13/2012

Instructions: *These activities are to remind you of what you have already reported to include those that have ended in the last 18 months. If you have an additional activity to report, or if you need to make any revisions or changes to the currently listed activities, please select the corresponding Actions link in order to make your changes. You may amend your compensation and time commitment provisions; however, all other sections that may need amending, must be completed through the External Activities Section for your eCOI home page.*

*Please be aware the words "you" and "your" are inclusive of both you individually and Family Member(s) (e.g. spouse, same-sex domestic partner, and dependent children). Answer the questions on this form to accurately reflect the past 12 months of your financial interests **excluding** salary, grant support, and other payments for services from Emory University and Emory Healthcare. You are required to amend this report if the terms (amount received, time) of your Significant Financial Interests Requiring Disclosure changes.*

If you have any questions while completing the below form, please contact the COI Review Office at 404-712-0046 or email us at COI-Office@listserv.cc.emory.edu.

Your Current External Activities as of 12/05/2012

Emory ID	Company/Entity	Public or Private	Total Compensation Previous 12 Months	Total Compensation Next 12 Months	Start Date	End Date	Stock/Equity	Stock Options	Dean Approval Status	Actions
E18097	--	--	--	--	--	--			Pending Completion	Amend Remove

ADD ANOTHER

Proposal Information

Proposal for Financial Interest in Research Report Prepared By: Brenda Seiton (brenda.seiton@emory.edu)
 Lead PI: Joi Mindingall
 Title of Research: TEST
 Sponsor: American Orthopedic Society
 Human Subjects: yes
 IRB#:
 IACUC#:
 EPEX#:
 Internally Funded: no

The PHS [Investigator Financial Interest in Research Report](#) has all of the different categories of financial interests that must be reported under the regulations. You should update and amend this information as needed. Any new Significant Financial Interests must be reported within 30 days.

Fiduciary Role - Please list all current fiduciary positions (i.e., director, officer, partner, trustee, or employee) you hold with a for-profit company/entity related to your teaching, research, administrative, or clinical duties at Emory. Please exclude positions held in Emory-affiliated entities.

Company/Entity	Position Held	Action
Odyssey Family Counseling	Secretary of Board of Trustees	Update Remove

ADD ANOTHER

2. Of the above activities, do any entities/companies:

- produce products (equipment, software, compounds, drugs, devices, etc.) or services that are used in this research project; and/or
- developing a product (equipment, software, compounds, drugs, devices, etc.) or service that this research project is intended to evaluate or further develop?

Yes No N/A

Other Honoraria - Please list all honoraria received from entities, including compensation from non-profits, if valued at more than \$5,000 that are related to your teaching, research, administrative, or clinical duties at Emory.

Company/Entity	Compensation	Date Received	Action
No Honoraria			

ADD ANOTHER

3. Of the above activities, do any entities/companies:

- produce products (equipment, software, compounds, drugs, devices, etc.) or services that are used in this research project; and/or
- developing a product (equipment, software, compounds, drugs, devices, etc.) or service that this research project is intended to evaluate or further develop?

- To complete the Investigator Financial Interest in Research Report you must answer every question and, when prompted, type in your name to certify the report is accurate and complete. Information previously reported should be updated to ensure that the information is accurate.
- If you answer “Yes” to any of the questions, the form will ask you a few additional questions to better understand the relationship. You will be asked to identify whether you are the person with the financial relationship or to identify the family member who does and then to provide a short description of the relationship.
- You must complete any External Activity Reports that are added to your Investigator Financial Interest in Research Report. You will be sent an e-mail reminder and a new notification will appear on your eCOI homepage.

Need Additional Help?

Contact Emory's Office of Research Administration for University Policy information:

1599 Clifton Road

6th Floor East

Atlanta, GA 30322

Phone: (404)712-0046

Fax: (404)712-0069

Email: COI-OFFICE@LISTSERV.CC.EMORY.EDU

Website: <http://www.coi.emory.edu>

Emory Mailstop: 1599 -001-1BU

Financial interests and clinical activities:

Please contact the Office of Compliance Programs at (404) 778-2757

External activities and school-based policies, please contact your Dean's Office:

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