

# **MESSAGE FROM JOSEPH ALUTTO AND CAROLINE WHITACRE**

## **Electronic Conflict of Interest (eCOI) Screening/Disclosure Application 2009/2010 Reporting Year**

During the upcoming week, you and your research staff will receive The Ohio State University's annual Conflict of Interest (COI) disclosure request for 2009/2010. This disclosure is required by federal law and the University's Policy on Financial Conflicts of Interest and Commitment. It involves disclosure of potential financial conflicts of interest relating to your research, teaching, and service activities. As mentioned in our April 1, 2009, communication, expanded federal requirements and accreditation standards now include, in addition to faculty investigators, that "all persons who are involved in the design, conduct, or reporting of research" must complete an annual COI disclosure. Therefore, University policies and procedures on Conflicts of Interest and Commitment require that an annual financial Conflict of Interest disclosure be completed by the following persons:

- 1.** All regular full and part-time faculty engaged in teaching and/or research activities;
- 2.** All full and part-time, auxiliary, or emeritus faculty who have a role in the design, conduct, or reporting of research - including research with animals, human subjects, recombinant DNA molecules, stem cells, or pathogenic microorganisms;
- 3.** Clinical and research staff members and students who have a role in the design, conduct, or reporting of research - including research with animals, human subjects, recombinant DNA molecules, stem cells, or pathogenic microorganisms. Examples of such roles include the following:

- Staff and students who are formally listed on, or their salary or effort is associated with, a specific project or award;
- Staff and students who are listed as a co-investigator or key personnel on an institutional review board (IRB), institutional animal care and use committee (IACUC), or institutional biosafety committee (IBC) protocol;
- Clinical or research staff and students who collect or analyze data, or consent research subjects; and
- Staff and students who plan to participate as authors on publications or presentations resulting from the research.

- 4.** Principal administrative officials designated by the Vice President for Research as having a significant role in supervision of research.

Please note that this process is separate from the disclosure process for potential fiduciary conflicts of interest that deans, chairs, and administrators with fiscal authority are asked to complete, which is managed by the Office of the Controller

---

and the Office of Legal Affairs.

The University's Board of Trustees expects 100 percent participation by faculty and research staff in the COI disclosure process this year. Thank you for ensuring that our institution meets this compliance goal.

*Please also note that beginning November 1, 2009, the Office of Sponsored Programs and the Office of Responsible Research Practices staff will begin verifying that all individuals listed on research protocols and/or awards have current financial COI disclosures on file before final institutional approval is provided for sponsored program awards or IACUC, IBC, and exempt or IRB reviewed human-subjects protocols.*

### **eCOI Screening/Disclosure Application**

The 2009/2010 disclosure is currently available on the Office of Research Compliance (ORC) web site at <http://orc.osu.edu>, or directly at <https://rf.osu.edu/secure/e-coi>.

*Please follow the steps below to complete your annual Conflict of Interest (COI) disclosure:*

- Select the link from the [ORC website](#), or link directly at <https://rf.osu.edu/secure/e-coi>
- Login using your university internet user name (name.xx) and password
- Click the **Disclosure** button
- The Conflict of Interest (COI) disclosure form will appear. If you have submitted a COI disclosure in 2008/2009, the new form will be pre-populated with information provided in the 2008/2009 COI disclosure. Please revise and update this information.
- Complete the form. For assistance in filling out the form, click the **Instructions** button
- Click the **Submit for Approval** button at the bottom of the form

Technical assistance with the eCOI application is available at (614) 688-8288 or by e-mail at [orhelpdesk@osu.edu](mailto:orhelpdesk@osu.edu). Help with regulatory or procedural issues is available by e-mail at [ConflictInfo@osu.edu](mailto:ConflictInfo@osu.edu).

Sincerely,

Joseph A. Alutto,  
Executive Vice President and Provost

Caroline C. Whitacre  
Vice President for Research

---

