

## COI Submission Checklist

- COI Disclosure: Signed by discloser, Department Chair, Dean; all boxes checked as required.
  
- Oversight Official Memo: Signed by Discloser and COI Oversight Official (if necessary).
  - The requirements for a COI Oversight Official are:
    - Full Professor
    - No current collaborations with discloser or collaborations within past three (3) years.
    - COI Disclosure must provide justification why Oversight Official is appropriate for the project. The Official should have demonstrated expertise in the research area being supervised.
    - Package must include CV from the Oversight Official.
  
- Acknowledgement Memo: Signed by Discloser, all Students and Employees supported by the award (if COI requires management plan). As a best practice, it is strongly suggested that all members of the laboratory sign an Acknowledgment memo to ensure they are aware of the COI.