



Conflict of Interest Committee

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**FCOI ANNUAL REVIEW SUBMISSION
Quick Reference Guide**

First, Create a New Package:

- 1) Click Create a New Package on the left menu under Project Administration.
- 2) Once your FCOI Annual Review has been created you will link it to this new package in order to submit to the COI Committee

Second, Create your FCOI Annual Review:

- 1) Click My COI.
- 2) Click Create Initial, Interim or Annual disclosure.
- 3) Select the Project. Select the Form. Select Annual. Save and Continue.
- 4) Answer the Yes/No question. Follow the instructions. If the answer is No, you have completed the form.

Third, Link and Submit:

- 1) Click My Projects.
- 2) Click the New Package you created. Status will say "Work in Progress."
- 3) Click Designer. Click Link/Unlink COI Disclosure (small blue link near middle of the page).
- 4) Check the box next to your Annual Disclosure and click Save.
- 5) Click Sign this Package. Click Submit this Package. Select UMCP COI Committee and Save.