

Yearly FCOI Submission

Guidance
September 1, 2018

Initial FCOI

Click Create a New Project in IRBNet. The title should read: **FCOI Disclosure**. PI will add their name to the PI box.

Click My COI on the left menu. Click Create an Initial, Interim, or Annual Disclosure at the top of the page. Select the project you just created from the drop down, then select the FCOI Form in the next drop down, finally **select Initial** and complete the form.

Next, click My Projects and click your project titled FCOI Disclosure, then click Designer, link your Initial Disclosure (small blue link), click Sign this Package, then click Submit this Package.

PLEASE NOTE: Additional Investigators on the project (anyone responsible for the design, conduct, or reporting of the research) must have their own active FCOI Disclosure.

Updating Disclosures/Interim FCOI

If updates to disclosures are needed during the submission of a new grant proposal, an **Interim FCOI** must be submitted. This can be completed by going to your FCOI Submission under My Projects and clicking Create a New Package on the left menu. Next, click My COI on the left menu and click Create an Initial, Interim, or Annual Disclosure at the top of the page. **Select your project, select the FCOI Form, and then select Interim.** Jump to the appropriate section and add the relevant disclosure information.

Next, click My Projects, click your project titled FCOI Disclosure, then click Designer, link your Interim Disclosure (small blue link), click Sign this Package, then click Submit this Package.

Annual FCOI

Each year when the FCOI Disclosure is due to expire, you will receive notification of pending expiration. Your Annual FCOI Disclosure must be completed and submitted. This can be completed by going to your **FCOI Disclosure** under My Projects and clicking Create a New Package on the left menu.

Next, click My COI on the left menu and click Create an Initial, Interim, or Annual Disclosure at the top of the page. **Select your project, select the FCOI Form, and then select Annual.** If there are any changes at this time, jump to the appropriate section and add the relevant disclosure information. If not, click through and save.

Next, click My Projects, click your FCOI Disclosure, then click Designer, link your Annual Disclosure (small blue link), click Sign this Package, then click Submit this Package.