Conflict of Interest Process for Individuals working on Human Subjects Research at or under the auspices of University of Arizona

Are you responsible for the design, conduct or reporting of research?

Yes

You must complete a disclosure in the COI Disclosure System.

No

Have you completed a COI Disclosure since May 31st?

Yes

Disclosure Complete

No

Have you disclosed 1 or more outside interests?

Yes

You must also complete a project disclosure. The project will appear automatically in your disclosure if it has routed through Sponsored Projects Services and reached the Institutional Proposal stage.

No

Log on to the COI Disclosure System to complete your COI training and disclose any relevant outside interests. Instructions are here.

Do you see the Project In your disclosure?

Yes

Please complete the project questionnaire in the COI Disclosure system, providing sufficient details to allow the COI Faculty Committee to complete a meaningful review. (Insufficient disclosures will be returned for additional information.)

No

The COI Program will now review your project against your disclosed outside interest to assess whether a conflict exists.

At anytime, you can log on to the COI Disclosure System to view the current status of the review.

What do the statuses mean?

"Reviewing: . . ." Your project is still being reviewed and is not ready for submission to the IRB. Depending on the nature of review necessary, this can take from a few days to over a month (for full committee review).

Processing: Conflict Identified . . . A conflict has been identified and the COI Program is working with you, the IRB, and others on finalizing a management plan.

"Complete: Conflict Identified . . ." A conflict has been identified and the COI Program is working with you, the IRB, and others on finalizing a management plan.

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"Complete: approved . . .", "Complete: Review not required", "Complete: Review Deferred", or "Processing: approved . . ." The COI Process is now complete. Generally, this means you can submit your IRB application (unless the COI Program notified you that the conflict is unmanageable.)


For status updates, please log on to the COI Disclosure System.

Please email coi@email.arizona.edu with questions.

For more information, please also review the Conflict of Interest for Human Subjects Research Frequently Asked Question Page, available here.

You are not an "Investigator" and do not need to disclose to COI.

Your COI Requirements are complete until next June, unless you acquire a new outside interest.

Yes

Have you disclosed 1 or more outside interests?

Disclosure Complete

No

You are not an Investigator and do not need to disclose to COI.

Log on to the COI Disclosure System to complete your COI training and disclose any relevant outside interests. Instructions are here.

Please manually add the project to your disclosure, providing sufficient details to allow the faculty-based COI Committee to complete a meaningful review. (Insufficient disclosures will be returned for additional information.) Instructions are available in steps 5 and 6 of this pdf.

The COI Program will now review your project against your disclosed outside interest to assess whether a conflict exists.

At anytime, you can log on to the COI Disclosure System to view the current status of the review.

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