

Step-by-Step Instructions for UO Conflict of Interest and Commitment Disclosure Form

These instructions may be used to assist individuals with the completion of the UO Conflict of Interest and Commitment Disclosure Form. The disclosure form is not included with these instructions. The Disclosure Form is located at <http://orcr.uoregon.edu>. If you need additional help with your disclosure form or these instructions, please contact Catherine Coyle, Compliance Coordinator, Office for Responsible Conduct of Research at ccoyle@uoregon.edu.

If you wish to go directly to Step 1, turn to page 2 of these instructions.

About the Disclosure Process – An Overview

The disclosure form has been designed to identify Conflict of Interest and Commitment matters efficiently and effectively. A complete and accurate response to each question is essential to identifying and managing COI-C, especially those situations that might be perceived to affect the objectivity of publicly funded research and scholarship at the University of Oregon. For more information see <http://orcr.uoregon.edu>.

The COI-C Disclosure Form is required to be submitted annually (and also, when there is a material change to the information that was previously disclosed) and is generally submitted by January 31 of each year. The form is designed to “look back” at the previous calendar year. Some individuals may need to submit their disclosure on a different schedule.

About the Disclosure Form – An Overview

COI-C is the acronym for Conflict of Interest and Commitment and is used throughout these Step-by-Step Instructions and the Disclosure Form. The disclosure form is not included with these instructions. The Disclosure Form is located at <http://orcr.uoregon.edu>.

The COI-C Disclosure Form is an ‘interactive PDF’ which means you can type in your responses in the fields provided, change your responses as needed, and save the form to your computer. If you wish to complete the form in more than one session, save the form to your computer’s drive, using “SAVE AS,” then re-open it and complete the form later.

Throughout the COI-C Disclosure Form, words in blue and underlined are linked to the form’s **Section D: Definitions**. Click on the highlighted words and it will take you to the definitions at the end of the form. To return to your place on the form, use the scroll bar on the right hand side of the window.

When the form is completed, you will save it to your computer’s hard drive. To submit the form, you will attach a copy of it to an email and send it to: coi@uoregon.edu. You will receive verification that the email was received by the Office for Responsible Conduct of Research.

STEP ONE – Access the Conflict of Interest and Commitment Disclosure Form on the COI-C Web Site

1. Go to the web site where the COI-C Disclosure Form and other helpful information is located. A PC or a Mac can be used to access, complete, and submit the form.

You may access the site two different ways:

Go to the Office of Academic Affairs web page at: <http://academicaffairs.uoregon.edu/>. Look at the right hand side of that main page for the link to the COI-C web site.

OR

You may access the COI-C web site directly at <http://orcr.uoregon.edu>

STOP: If you are unable to open any of the documents, try downloading Adobe Reader using the link on the main COI-C web page (located in the bottom right hand corner of the main page).

If you are still having difficulty, please contact Catherine Coyle, Office for Responsible Conduct of Research, ccoyle@uoregon.edu or at 541 346-0889, and a hard copy of the disclosure form and any other requested documents will be sent to you.

STEP TWO – Review Contents of the COI-C Web Site

1. The following documents provide information about Conflicts of Interest and Commitment and the UO Disclosure and Review policies and processes:

Main Page, Center:

1. Letter to Officers of Instruction, Research, and Administration
(To be posted November 17th)

This letter, from James Bean, Senior Vice President and Provost and Richard Linton, Vice President for Research and Graduate Studies, is being sent by email to unclassified employees and provides an overview of the COI-C requirements and disclosure process.

Left Hand Menu:

1. UO Potential Conflicts of Interest Policy Statement (Current policy)
2. UO Faculty Overload Compensation Policy
3. Draft Conflict of Interest and Commitment Policy (Draft of revised policy)
4. Draft Conflict of Interest and Commitment Committee Charter
5. Draft COI-C Management Plan Guidance
6. Draft Management Plan Form (Template)
7. Table of Regulations and Guidelines (Contains links to applicable federal, state, Oregon University System, and UO regulations)

Right Hand Menu:

1. Conflict of Interest and Commitment Disclosure Form
 2. Disclosure Form Step-by-Step Instructions
 3. Draft COI-C Disclosure Review Process
 4. FAQs for Conflict of Interest
 5. FAQs for Conflict of Commitment
 6. Glossary of Conflict of Interest and Commitment Terms
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STEP THREE – Open and Preview the COI-C Disclosure Form

1. From the COI-C home page, locate the COI-C Disclosure Form menu item, at the top, right hand side of the page. Click to open this form. Once you are in the form, use the Back Arrow at the top, left hand side of the menu to return to the web site's home page. If you “close” this document it will close the web browser.

STOP: If you are unable to open any of the documents, try downloading Adobe Reader using the link on the main COI-C web page (located in the bottom right hand corner of the main page).

If you are still having difficulty, please contact Catherine Coyle, Office for Responsible Conduct of Research, ccoyle@uoregon.edu or at 541 346-0889, and a hard copy of the disclosure form and any other requested documents will be sent to you.

2. Now scroll through the length of the form (using the scroll bar on the right hand side of the window) and note that the form has 4 sections:

Section A: Personnel Information

This is a required section. It includes entry fields (boxes) for your name, UO ID number, department/unit, center/institute, etc.

Section B: Core Questions

This is a required section. If your answers to all of these 4 questions is “No,” you do not complete section C.

Section C: Expanded Questions

These questions expand upon the 4 Core Questions in Section B. If you answered “Yes” to one or more questions in Section B, you will need to complete one or more of the Expanded Questions in Section C.

Section D: Definitions and “One-Day-in-Seven Time” Table

Throughout the disclosure form, words that are blue and underlined are linked to this section. There is also a “One-Day-In-Seven Time” table at the end of Section D for guidance as to the number of 1-in-7 days that *may* be allowed.

STEP FOUR – Complete Sections A and B of the COI-C Disclosure Form

1. If you have not accessed and opened the COI-C Disclosure Form, refer to STEPS 1-3 above.

STOP: If you are unable to open any of the documents, try downloading Adobe Reader using the link on the main COI-C web page (located in the bottom right hand corner of the main page).

If you are still having difficulty, please contact Catherine Coyle, Office for Responsible Conduct of Research, ccoyle@uoregon.edu or at 541 346-0889, and a hard copy of the disclosure form and any other requested documents will be sent to you.

2. How to fill out the COI-C Disclosure Form and make corrections, if needed.

Open the form and save the blank form to your computer.

As you go through the form, click on the field/box that you wish to complete and input your answer. Your input is limited to the visible space of the field/box. Please complete all applicable fields in the form.

Fields with drop-down menus have an arrow at the right-hand end of the field. Click on the arrow, and then click on your selection.

The answers to “yes” or “no” questions are indicated by placing your computer’s cursor over the appropriate circle and clicking. The circle you selected will fill with a black dot.

To change or erase an answer, you can highlight the incorrect information and hit the “delete” key, or you can use the backspace key. To change a “yes/no” response, select the other answer.

Be sure to ‘save’ your changes to the form on your computer.

NOTE: For all items underlined and highlighted in blue, definitions have been provided at the end of the COI-C Disclosure Form. There is also a COI-C Glossary at <http://orcr.uoregon.edu>

3. Complete **Section A: Personnel Information**

As you go through the form, click on the field/box that you wish to complete and input your answer. Your input is limited to the visible space of the field/box. Please complete all applicable fields in this section.

4. Complete **Section B: Core Questions**

12-month Date Range

In the first two fields in Section B, you will enter the date range for which you are disclosing. For most individuals, this will be from January to December of the previous year.

(Continued)

12-month Date Range (continued)

For example, if you are filling out your disclosure in January 2009, you would enter that you are disclosing for the period of January 2008 to December 2008. This would be entered as: From 01/2008 to 12/2008. Or you may use the drop-down calendar to select the dates.

NOTE EXCEPTION: You may be completing the COI-C Disclosure Form in the middle of the calendar year, perhaps to update your previous disclosure due to a material change in your circumstances or perhaps as the first disclosure you have completed. If you are completing the form in any month other than January, the date range should be for the previous 12 months. For example, if you are filling out your disclosure in July 2009, you would enter that you are disclosing for the period From July 2008 to June 2009. This would be entered as: From 07/2008 to 06/2009. Or you may use the drop-down calendar to select the dates.

Four Core Questions

Please read each question carefully and then answer “yes” or “no.”

The answers to these four questions in this section will determine whether or not you will need to complete additional questions in Section C: Expanded Questions.

If your answer is “no” to all four core questions, you do not need to complete Section C.

If you need to change a “yes/no” answer, simply click on the opposite answer.



STEP FIVE – Have you completed the form or do you continue to Section C?

1. YOU HAVE COMPLETED THE FORM IF:

1. You completed Section A **and**
2. Your answers to all questions in Section B were “No.”

You do not need to complete Section C. **Go to STEP SIX.**

OR

2. YOU NEED TO CONTINUE TO SECTION C: EXPANDED QUESTIONS IF:

1. You completed Section A **and**
2. Your answers to one or more questions in Section B were “Yes.”

You need to complete one or more of the Expanded Questions in Section C. **Go to STEP SEVEN.**



STEP SIX – Your Disclosure is Complete

If you have completed Section A and your answers to all of the Four Core Questions in Section B were “No” You have completed the disclosure form. You do not complete Section C, instead, follow the rest of STEP SIX:

1. Review and Sign Your Disclosure
Review all of the fields and your responses. When you are satisfied with your answers, enter your name and the date in the appropriate fields at the bottom of the second page of the form. **Be sure that you have saved the form to your computer.**

NOTE: When the form is sent via email, the typed signature constitutes your legal signature.

2. Save a Copy of Your Disclosure
Save a copy of your form to your computer's hard drive.
3. To Submit your COI-C Disclosure Form
The disclosure form should be sent by email to the Office for Responsible Conduct of Research. You may however, choose to mail or hand deliver your disclosure form.

BY EMAIL

To simplify the disclosure process, the form is meant to be submitted by email.

Open a new email message and address it to: coi@uoregon.edu.

Attach a copy of your saved disclosure form to the email. (Email programs vary, but many use the icon of a paperclip to assist with attaching documents.)

NOTE: When the form is sent via email, the typed signature constitutes your legal signature.

Once you have verified that the document has been attached to the email, click on Send.

That's it! You're done!

Your email will be sent to the Office for Responsible Conduct of Research and you will receive a return email confirming receipt of your email.

BY HAND DELIVERY

A printed, original form must be signed and dated if it is not emailed. Retain a copy for your records. Open business hours are normally Monday – Friday, 8:00am to 5:00pm.

Location:

Office for Responsible Conduct of Research
Riverfront Research Park
1600 Millrace Drive, Suite 105
Eugene, Oregon

BY US MAIL

A printed, original form must be signed and dated if it is not emailed. Retain a copy for your records.

Send to:

Office for Responsible Conduct of Research
5215 University of Oregon
Eugene, OR 97403-5215

If you need additional help, please contact Catherine Coyle, Compliance Coordinator, Office for Responsible Conduct of Research at ccoyle@uoregon.edu.



STEP SEVEN – Continue to Section C: Expanded Questions

If you answered “yes” to one or more of the four questions in Section B, you will need to continue and complete some or all of **Section C: Expanded Questions**.

NOTE: If you answered “no” to all four questions in Section B, you do not need to complete Section C. STOP and go back to STEP SIX.

1. Which Expanded Questions do you need to complete?

You only need to complete the Expanded Questions in Section C that correspond to the questions you answered “yes” to in Section B.

Answer all parts of Expanded Question #1 if you answered “yes” to Question #1 in Section B.

Answer all parts of Expanded Question #2 if you answered “yes” to Question #2 in Section B.

Answer all parts of Expanded Question #3 if you answered “yes” to Question #3 in Section B.

Answer all parts of Expanded Question #4 if you answered “yes” to Question #4 in Section B.

2. Additional drop-down menus and “Comments” fields/boxes

The Expanded Questions part of the form has more drop-down menus and has fields for “Comments” which you may use (or not) to provide additional clarifying information.

3. Once you have completed all of the Expanded Questions in Section C that were required, **go to STEP EIGHT. Be sure to ‘save’ your file periodically.**



STEP EIGHT – Your Disclosure is Complete

If you have completed Sections A and B and all of the applicable Expanded Questions in Section C, your disclosure form is complete. Now follow the rest of STEP EIGHT:

1. Review and Sign Your Disclosure

Review all of the fields and your responses. When you are satisfied with your answers, enter your name and the date in the appropriate fields at the bottom of the second page of the form. **Be sure that you have saved the form to your computer.**

NOTE: When the form is sent via email, the typed signature constitutes your legal signature.

2. Save a Copy of Your Disclosure

Save a copy of your form to your computer's hard drive. Click on File, then Save As, and select the name and location of your file, then click on Save.

3. To Submit your COI-C Disclosure Form

The disclosure form should be sent by email to the Office for Responsible Conduct of Research. You may however, choose to mail or hand deliver your disclosure form.

BY EMAIL

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Location:

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Riverfront Research Park
1600 Millrace Drive, Suite 105
Eugene, Oregon

BY US MAIL

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Send to:

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5215 University of Oregon
Eugene, OR 97403-5215

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