The COI document uploaded in eProposal or Proposal Express should be final; do not keep placeholders or draft documents in the system. If there is a change to the document, upload in CACTAS and indicate the change in the CACTAS COI notes.

1) **Fellowship**: agreement type checked on Proposal Express or eProposal: an award that provides financial aid (usually paid through stipend or dependent allowance to support University students or postdoctoral scholars) during their training or dissertation preparation. A faculty cannot be listed as PI on a fellowship.

2) **Public Service**: purpose checked on Proposal Express or eProposal: education, training or dissemination of information to a primarily non-UC, sponsor designated group of recipients, including “conference awards”. Any element of data collection or anything rather than training non-UCSF employees will fall under “other sponsored activity” and requires COI review.

3) **Exempt from COI**: if COI review is not required, indicate only the following in CACTAS:
   - Under Award Setup Notes:
     - COI Status: None
     - COI Note: Exempt from COI

4) **Supplement**: COI is required only for projects adding new key investigator* and/or when COI for the same funding year of the award that is being modified have not already been cleared. *Since 700-U is only required for PI, not applicable for new key investigator.
   - Continuing resolutions do not require COI review.
   - How to indicate that COI is not required when the same funding year have already been cleared:
     - Under Award Setup Notes:
       - COI Status: COI Cleared
       - PHS: Yes or No (depending on Sponsor)
       - COI Note: This grant originally reviewed by COI under CA-XXXXXX

5) **No Cost Extension**: COI required for PHS agencies or PHS-adoptive entities. NCE Awards (1st time FDP awards) must also be cleared before Signing Official approves in eRA Commons. 700-U and PI Certification are not required for no-cost extension period.
   - How to indicate that COI is not required for NCEs for Non-PHS agencies or Non-PHS Adoptive entities:
     - Under Award Setup Notes:
       - COI Status: None
       - COI Note: Exempt from COI

6) **Adding new Key Personnel**: Since 700-U is only required for PI, not applicable for new key investigator. COI review is only required for PHS agencies or PHS-adoptive entities and/or sponsors listed on the PI Certification form.

7) **Clear before issue**: COI for After-the-Fact (ATF), Fund Advance, Change of PI, and adding a new key investigator* must be cleared before the Award can be released or request approved. *Since 700-U is only required for PI, not applicable for new key investigator.
   - If award is not yet funded and sponsor has a Just-In-Time (JIT) process, request COI review during JIT.
   - RMS clears COI in CATCAS for 700-U and/or PI Certification forms only if disclosures are NEGATIVE. If sponsor is marked as “OTHER” on PI Certification form, request COI review.
   - How to clear negative 700-U and/or PI Certification:
     - Under Award Setup Notes:
       - COI Status: COI Cleared
       - PHS: No
       - Cleared by COI Date: enter date you reviewed the negative 700-U and/or PI Certification
       - COI Note: Negative disclosure cleared by RSC.

8) **COI Smart**: Required annually or when there is a change in financial interest. Investigators should be informed that they need to complete their COI-Smart disclosures at the time of proposal. [http://coi.ucsf.edu/completed](http://coi.ucsf.edu/completed)

9) **UC COI training**: Required every 4 years. After logging in, searching for “COIR” will bring up the “Compliance and Conflict of Interest for Researchers Briefing.”

10) **Patent amendment**: Sign-off is only required for employees hired before 2011 and form is only required once. After logging in, investigators can find “My patent Amendment” in the “About Me” section.