



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) **COI review not required or is exempt from COI review:** indicate the following in CACTAS:

How to indicate that COI is not required/exempt:

Under Award Setup Notes:

- COI Status: COI review not required/exempt

- 4) **Supplement:** COI is required only for projects adding new key investigator* and/or when a modification is being made to a funding year that has not already had COI review.
*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: COI review not required/exempt

- 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. NCE Awards (1st time FDP awards) must also be cleared before Signing Official approves in eRA Commons. If award is not yet funded and sponsor has a Just-In-Time (JIT) process, request COI review during JIT.

RMS clears COI in CACTAS 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.

If negative 700-U or PI certification also involved PHS agencies or PHS-adoptive entities, do not clear 700-U or PI certification, instead request COI review for all forms by COI via CACTAS. If the disclosure on the 700-U and/or PI Certification is positive, request COI review via CACTAS.

- 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>
- 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.