Emory University, Office of Research Administration

eCOI
Fast Start Guide

Version 1.0
Emory's eCOI application is a University and Healthcare system-wide tool that helps to implement Emory's policies and procedures regarding financial interests and external activities. This application and reporting process is used by Emory University and Healthcare only. If you have a government agency appointment or affiliation, you must check with that agency about its reporting requirements.

* Emory employees engaged in research are required to complete the NIH online Financial Conflict of Interest Tutorial prior to submitting a new Investigator Financial Interest in Research report for related research projects. The web address is: [http://grants.nih.gov/grants/policy/coi/tutorial/fco.htm](http://grants.nih.gov/grants/policy/coi/tutorial/fco.htm)

There are three distinct sections of this application:

1. **Faculty External Activities**, where faculty members report their external activities, such as consulting agreements.
2. **Financial Interests in Research Reports**
   a. **Proposal Financial Interest in Research**, where research administrators and PIs initiate the process for research conflict of interest forms for their proposals.
   b. **Investigator’s Financial Interest in Research** (formerly known as COI-SPAF), where researchers report whether they have any significant financial interests associated with a specific research proposal.
3. **Annual Certification** (formerly known as COI Annual Reports), where during the annual certification time period faculty and researchers review their current external activities and financial interest in research and certify that they are up to date. Currently this is only for School of Medicine.

Who has access to this application: Only Emory University and Healthcare faculty, staff and students with a valid Emory user identification and password have access to the system. The system has detailed access control to ensure only appropriate individuals have access to appropriate information. Emory's Office of Research Administration is the only entity that has complete access to the information you submit.

What you will need to get started: This application is designed to collect, process, store, and report information about your financial interests and relationships with external companies and your Emory activities.

- To complete the External Activities reports and Investigator Financial Interest in Research reports, be prepared to provide for any external activity:
  - The names of companies/entities with which you have relationships or agreements
  - The amount of compensation that you receive annually from these companies/entities
  - The dates of service and estimated total days of service
  - Electronic versions of any documents related to the relationship or service agreement

- To complete the Proposal Financial Interest in Research reports you will need information related to the research proposal including:
  - The proposal title
  - The sponsor
  - The associated IRB, OSP, or IACUC numbers (if appropriate)
  - The internal and external to Emory team members and their email addresses

Whom do I contact with questions regarding
- **University policies**: Office of Research Administration at (404) 712-0046
- **Financial interests and clinical activities**: Office of Compliance Programs at (404) 778-2757.
- **External activities, school-based policies, and annual certification process**: your local administrative group
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Accessing eCOI</td>
<td>4</td>
</tr>
<tr>
<td>II. Welcome Page</td>
<td>5</td>
</tr>
<tr>
<td>III. eCOI Home Page</td>
<td>6</td>
</tr>
<tr>
<td>IV. Reporting External Activities</td>
<td>7</td>
</tr>
<tr>
<td>V. Initiating a Proposal Financial Interest in Research report</td>
<td>8</td>
</tr>
<tr>
<td>VI. Completing an Investigator Financial Interest in Research report</td>
<td>9</td>
</tr>
<tr>
<td>VII. Completing an Annual Certification report</td>
<td>12</td>
</tr>
<tr>
<td>VIII. Need Additional Help</td>
<td>14</td>
</tr>
</tbody>
</table>
ACCESSING eCOI

In order to access this online system, you will need a computer that has the ability to connect to the Internet. It is recommended that you use either Internet Explorer 6.0 and above, or Firefox as your Internet web browser. Other web browsers may have compatibility issues and the content of this system may look altered and/or may not function appropriately.

Instructions:

- Open your internet web browser and type or copy/paste the following information into the address bar www.ecoi.emory.edu

  or

- You may also link to this web site by clicking on “Enter eCOI” from Emory’s Conflict of Interest home page located at www.coi.emory.edu

- Log in to the system by using your Emory credentials (this is the same username and password that you use for PeopleSoft, Outlook, Virtual Desktop, etc.)

An Emory University Network ID and Password are required to log into the eCOI system. An Emory Network ID and password are provided by the Emory University UTS Department to faculty and staff when hired. This should be the same password you use to log into PeopleSoft or email. If you do not know your ID and password, please contact the UTS Helpdesk at (404) 727-7777.
Once you have logged in, you should see the eCOI Welcome Page. **If this is your first time using the application, we highly recommend that you take the time to read this section.**

**Section Highlights:**

- Application usage
- Who has access to this application
- What you will need to get started
- Who has access to your information
- How do I know when my report is complete?
- Whom do I contact with questions?
- Required training

**Instructions:**

- Once you finish reading this page, you may click on “eCOI Home” in the upper right corner of the page or
- You can scroll to the bottom of the page and click on “continue”
After selecting “continue” or “eCOI Home” you should see your personalized eCOI home page

**Section Highlights:**

- System notifications and reminders for reports that need to be completed
- My Current External Activities with a list by company/entity of all of your reported external consulting agreements (only faculty and faculty equivalent have this view)
- My Current Investigator Financial Interest in Research Reports with a list by title of research proposal that you are identified as a member of the research team
- My Annual Certification with a reminder about when your next certification is due and when the last one has been completed
- Navigation menu located on the right side of the page that provides overview and instructional information about each type of report; this also includes a report management view and help links
  - The navigation menu also has a special section for Research/Department Administrators and Lead Investigators who need to initiate a Proposal Financial Interest in Research Report thereby activating a notification process for other members of the research team to complete their individual Investigator Financial Interest in Research reports
REPORTING EXTERNAL ACTIVITIES

Section Highlights:
- Faculty are required to obtain prior approval for external activities from their Department Chair and Dean.
- Adding a new External Activity

Instructions:
- From your eCOI Home page, locate the My Current External Activities section and click on “Add New”

- To complete an External Activity Report, you are required to answer every question on the next several pages and, when prompted, type in your name to certify the report is accurate and complete.
Section Highlights:

- The purpose of this form is to identify the Investigators (individuals responsible for the design, conduct, or reporting) on a research project who must complete the Investigator Financial Interest in Research Report (formerly known as the COI section of the Sponsored Projects Approval Form).

- Adding a new Proposal Financial Interest in Research Report

Instructions:

- From your eCOI Home page, add a new Proposal by clicking on “Add a New Proposal,” located in the right navigation menu midway down the page

- Answer all of the required questions. Each research team member you add in for question #9 will receive an email notification to complete an Investigator Financial Interest in Research Report
COMPLETING A INVESTIGATOR FINANCIAL INTEREST IN RESEARCH REPORT

Section Highlights:

- The purpose of this form is to report Financial Interests related to research. All Investigators (those responsible for the design, conduct, or reporting) must complete this form prior to submitting:
  (a) a grant or contract to the Office of Sponsored Programs
  or
  (b) a proposal to the IRB or IACUC
- Complete a Investigators Financial Interest in Research Report

Instructions:

- From your eCOI Home page, locate My Current Investigator Financial Interest in Research Reports section, and click on “complete” in the action column located on the right side of the table or
- You may click on the “click here to complete” section located within the notifications section at the top of your eCOI Home page

At the top of the Investigator Financial Interest in Research Report, you will see all of the external activities that you have reported. This is only for your reference as you are completing the form. If you have no external activities, none will be listed.
COMPLETING A INVESTIGATOR FINANCIAL INTEREST IN RESEARCH REPORT

• To complete the Investigators Financial Interest in Research Report you must answer every question and, when prompted, type in your name to certify the report is accurate and complete. In answering the questions you should keep in mind the following:

  o **What MUST be reported:**
    Significant Financial Interests that would reasonably appear to affect or to be affected by the research on which the Investigator is working, or that are held in any entity whose financial interests would reasonably appear to affect, or to be affected by, the research. Such interests may include any compensation (e.g., fees, honoraria, royalties, etc.) from ownership interests in:
    ▪ Sponsors of the project
    ▪ Businesses that make or distribute products/services used in the research, or competitors of such businesses
    ▪ Businesses developing a product that the research is intended to evaluate or further develop
    ▪ Any party whose financial interests would seem to be directly and significantly affected by the research.
    *Additionally*, proprietary interests (patent or copyright) related to the research must be disclosed.

  o **What does NOT need to be reported:**
    ▪ Any salary or other payments for services (excluding license fees or royalties) that Emory pays to the Investigator
    ▪ Salary or other compensation for the Investigator and his/her spouse or domestic partner and dependent children that when totaled up currently, and over the next 12 months, is less than $10,000 annually; HOWEVER, if the Investigator’s research can affect the amount of compensation that the Investigator receives, then, the Investigator must report ANY amount of such compensation
    ▪ Any gifts to Emory University, so long as the Investigator does not have signing authority on the Emory account into which the gift is placed or the gift does not benefit the Investigator’s research activities
    ▪ Any payments the Investigator receives from non-promotional educational seminars, lectures or teaching engagements that are sponsored and paid for by a governmental entity or by a non-profit entity that is not controlled by, or under contract to, a commercial entity. Income from a non-profit speakers’ bureau that is paying a speaking fee pursuant to a contract with a for-profit company would have to be reported.
    ▪ Any payments for serving on advisory committees or review panels that are established and paid for by a governmental entity or a non-profit entity that is not controlled by, or under contract to, a commercial entity
    ▪ Any equity or ownership interest that an Investigator has in a publicly traded company (i.e., a company whose stock is traded on a stock exchange such as the NYSE or NSDAQ), excluding mutual funds, that is less than $10,000 in value and less than 1% of the ownership of the company. Value shall be determined by looking at public prices or at or other reasonable measures of fair market value. In determining whether an interest is more than $10,000 or 1%, the Investigator’s interest shall be aggregated with any interest that his/her spouse or domestic partner and dependent children has/have.

• If you answer “Yes” to any of the questions, the form will ask you a few additional questions so that we can better understand the relationships. You will be asked whether you or a family member has the financial relationship, and then you will be asked to provide a short description of the relationship.
COMPLETING AN INVESTIGATOR FINANCIAL INTEREST IN RESEARCH REPORT

If the financial relationship is due to an External Activity that has not been approved by your Dean, you must complete the External Activity Report after you submit your Investigator Financial Interest in Research Report. You will be sent an e-mail reminder and a new notification will appear on your eCOI homepage.

Notifications

- The Investigator Financial Interest in Research Report for COI Office is pending completion. Click here to complete.
- Please complete your saved External Activity Report for Valley Forge Pharmaceuticals. Click here to complete.
- Your new Annual Certification is due 03/01/2008. Click here to complete.
COMPLETING AN ANNUAL CERTIFICATION

Section Highlights:
- For 2009, only School of Medicine Faculty members and Staff members identified by the School of Medicine Dean’s Office are required to complete this form.
- Completing an Annual Certification report

Instructions:
- From your eCOI Home page, complete your Annual Certification by clicking on “Complete a New Annual Certification,” located in the right navigation menu near the bottom of the page
• To complete the Annual Certification, you are required to review each section, to update as necessary, and to answer every question within the SOM/EHC pages.
• When completed, you will see a summary of your answers.
• When prompted, type in your name to certify the report is accurate and complete.

By submitting this form, I [enter name here], certify that:
• I am the person named at the top of the page.
• The above information is submitted by me, not a proxy or surrogate, and is true and complete to the best of my knowledge and understanding.
• I agree to comply with the policies and procedures of Emory University and/or Emory Healthcare as applicable, related to Conflict of Interest and annual certification requirements.
• I also certify that I have read and understand the School of Medicine Policy on Industry and Other External Professional Relationships.
NEED ADDITIONAL HELP?

Contact Emory’s Office of Research Administration for University Policy information:

1599 Clifton Road
6th Floor East
Atlanta, GA 30322

Phone: (404)712-0046
Fax: (404)712-0069
Email: COI-OFFICE@LISTSERV.CC.EMORY.EDU
Website: http://www.coi.emory.edu
Emory Mailstop: 1599 -001-1BU

Financial interests and clinical activities:
Please contact the Office of Compliance Programs at (404) 778-2757

External activities and school-based policies, please contact your Dean’s Office:

School of Medicine
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