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If you have any questions regarding this tutorial or the disclosure process, please contact:

Brian McCurdy
Conflict of Interest Coordinator
Office for Research
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University of California, Santa Barbara

mccurdy@research.ucsb.edu
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Granting Access for New Users

- For security purposes, access to the electronic disclosure system is restricted and is therefore not publicly available.
- Individual access to ORCOI will be granted to users by sending a request to the COI Coordinator; Brian McCurdy, 805-893-3787, coi@research.ucsb.edu. An account activation request should include a brief explanation of the circumstances for which access is being requested.
- Sub-recipients who file the Sub-recipient Commitment Form indicating that their institution does not have its own PHS compliant conflict of interest policy are asked to submit an account activation request to the COI Coordinator; Brian McCurdy, 805-893-3787, coi@research.ucsb.edu. The request should also include a brief explanation of the circumstances for which access is being requested.
Accessing the System

- Users will access the system through the log-in page below. For those users belonging to UC Santa Barbara please use your UCSBnetID and password; users who do not belong to UC Santa Barbara should send an activation request to the COI Coordinator – coi@research.ucsb.edu. Instructions and account information are sent via email to the individual after an affiliate account has been established.
- Consult the document library on the left-hand side of the screen for further instructions, helpful guides, and FAQ’s.
Annual Disclosure (PHS/NIH & NSF) Notification and Deadlines

- By September 15, 2014, the Office of Research will transition from the current paper based disclosure process to an electronic disclosure process for the submission of all conflict of interest (COI) disclosures. The COI Coordinator will send account activation notification emails to all Investigators identified as having responsibility for the design, conduct, and reporting of a PHS, NIH, or NSF funded research project to initiate the disclosure process. For those individuals interested in obtaining access to the system in anticipation of a disclosure requirement, contact the COI Coordinator to request an account; coi@research.ucsb.edu.

Dear John:

Please complete the following questionnaire – Annual Disclosure Form (PHS).

You may access the site by copying and pasting the following URL into a web browser:

https://ucsb.coi-smart.com

Your username is your UCSBnetID.

If you forget your password please contact UC Santa Barbara’s Enterprise Technology Services (ETS) http://www.identity.ucsb.edu/ for assistance.

For those researchers who do not apply for or receive funding from a sponsor requiring the disclosure of significant financial interests, please ignore this email. You are not required to submit the Test Questionnaire.

If you experience any technical issues, please contact Brian McCurdy at 805-893-3787 or email coi@research.ucsb.edu.

Sincerely,

The Research Integrity Staff

- Once a user has been notified via email of their account activation a disclosure can be generated and submitted to satisfy the particular federal disclosure requirement for the appropriate sponsoring entity.
Updating Annual Disclosures

- The Annual Disclosure Form (PHS & NSF) is required to be updated at least annually. Investigators who have previously disclosed through the Office of Research Conflict of Interest Disclosure System are responsible for updating their disclosures within 30 days of any addition or subtraction.

Step #1:

There are two different ways an Investigator can access ‘My Annual Disclosure Form (PHS & NSF)’ to make revisions; one way is by clicking the button located in the center of the Announcements page, the other way is by clicking on the button located on the left hand side of your screen from the ‘My Questionnaire’ menu.
Office of Research Conflict of Interest Disclosure System (ORCOI)
Getting Started: Users Guide to ORCOI

Step #2:

- Once the Annual Disclosure Form (PHS & NSF) has been submitted, a user can edit and update the disclosure as necessary. Drag your cursor over the appropriate disclosure and click on it once it has been highlighted.
Step #3:

- The bottom of the screen should expand to show an investigator's entire disclosure, displayed below the list of available disclosures. Identify the particular question(s) that needs to be revised and click on the ‘Revise’ button under the ‘Action’ column.
Transactional Disclosure (Non-Federal) – CA Form 700U

- State requirement for non-governmentally funded projects including non-profits, industry, and gifts (see the California Fair Political Practices Commission website for additional information, http://www.fppc.ca.gov/)

- When an Investigator has been directed to ORCOI by the Gift Administration Department or the Office of Research contracts and grants system (ORBiT) to fill out a CA Form 700U, the COI Coordinator should be contacted to create a new user account for the individual. For those Investigators who receive PHS/NIH or NSF funding, use your existing account to enter the system and follow the CA Form 700U instructions provided within the systems document library.

- Check the UC Office of the President exemption list for those sponsoring entities who do not require a CA Form 700U to be submitted (http://www.ucop.edu/research-policy-analysis-coordination/policies-guidance/conflict-of-interest/list-of-non-governmental-entities-exempt-from-disclosure-requirement.html). All non-profit, tax-exempt educational institutions are exempt from this requirement.
Transactional Disclosure – Addendum

- The most accurate way our Conflict of Interest Committee (COIC) can assess the relationship between disclosures for outside interests as they pertain to a proposal or a funded research project is to ask the Investigator to elaborate regarding their positive disclosure of outside activities. The questions contained in the Statement of Economic Interests: Addendum will provide the COIC with additional information to make an informed decision when assessing potential conflicts of interest.
- For individuals who have identified the existence of an outside interest when submitting a State of CA Form 700U through ORCOI, the COI Coordinator may request an Addendum for the disclosed outside interest.
- For individuals who have identified the existence of an outside interest when submitting an Annual Disclosure Form (PHS & NSF) through ORCOI, the COI Coordinator may request an Addendum for the disclosed outside interest for each proposal submission. In cases where a positive disclosure is related to continuation or renewal funding for a research project that an Investigator has already filed an Addendum and no changes have been made to the respondent’s disclosure of outside activities/interests, the COI Coordinator may use the existing Addendum on file for reference.