**UCSB Office of Research**

**Design, Conduct, & Reporting (DCR) Personnel Form for Conflict of Interest**

To maintain compliance with Federal Conflict of Interest policies, UCSB requires that any senior or key personnel and others who direct or can materially influence the research, or who are responsible for the design, conduct, or reporting of such research, must disclose Significant Financial Interests and complete Conflict of Interest training.

This form must be filled out and signed by the Lead PI for every proposal submission. Completed DCR Forms must be sent to the Office of Research Conflict of Interest (COI) Coordinator. Follow this link to the ORCOI system <http://ucsb.COI-Smart.com> to begin the disclosure process, enter your UCSBNetID and password, if you find you do not have an account please contact the COI Coordinator for setup.

Email (Preferred): coi@research.ucsb.edu, 805-893-3787, <http://research.ucsb.edu/compliance/conflict-of-interest/>

Mail: Office of Research, Attn: COI Coordinator, 3227 Cheadle Hall, Santa Barbara, CA 93106-2050

UCSB Intercampus Mail Code: 2050

Lead PI Name (Last, First): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORBiT Record #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administering Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the Lead Principal Investigator, I certify the following:

1. I have identified that I myself and the following listed Investigators meet the definition described above, and to the best of my knowledge we have all disclosed any Significant Financial Interests related to our institutional responsibilities and this research project; and have completed the UCSB Conflict of Interest Training Module if proposal is being submitted to PHS (see Office of Research website for training information).

Note: This list should include **all** UCSB PIs, Co-PIs, and other project personnel that meet the design, conduct or reporting definition listed above, but **should not** include any sub-recipient personnel. Use additional pages as needed.

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| **Disclosure Date** | **+ or -** | **ORCOI Access** |
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Note: Possible Project Roles are Lead PI, Co-PI, PostDoc, GSR, Undergraduate, Collaborator, or Other Professional.

**OR Use Only**

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| --- | --- | --- |
| **Name (Last, First)** | **Project Role** | **Email** |
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B) I will notify the Office of Research Conflict of Interest Coordinator of any changes to this list of DCR Personnel (TBD’s) that meet the definition described in the first paragraph of this form over the life of this project.

Lead PI’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The DCR Form is printed with the datasheet. There are three ways to submit this form to the Office of Research Conflict of Interest Coordinator. 1.) Scan and email completed and signed form to** **coi@research.ucsb.edu****, 2.) Sign and turn in to the Office of Research Conflict of Interest Coordinator 3.) Sign and snap photo with any type of smart phone and email to** **coi@research.ucsb.edu****.**

Office of Research Use Only:

Date DCR Form received by COI Coordinator: \_\_\_\_\_\_\_\_\_\_ Date DCR Form completed by COI Coordinator: \_\_\_\_\_\_\_\_\_\_

 CA 700-U  NSF  PHS

Type of COI requirement(s):

 Note: Direct sponsor a government entity? If so, no 700-U disclosure is required.

 Note: Direct sponsor non-profit AND tax exempt AND educational institution? If so, no 700-U disclosure required.

 Note: All other proposals with sponsors not subject to 700-U disclosure will be subject to the appropriate Federal regulation.