

# COIC DISCLOSURE INSTRUCTIONS

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## Conflict of Interest/Commitment (in Research) Disclosure

<https://www.ttuhs.edu/research/divisions/integrity-office/education/coic-training.aspx>

TTUHSC policy requires that **all** research study personnel disclose any actual (or potential) conflict of interest, and have a current financial disclosure on file. This is done by completing the TTUHSC Conflict of Interest and Commitment (COIC) Training and Disclosure module **at least annually**, AND updated within thirty (30) days of a change in significant financial interests.

### Submitting a COIC disclosure

#### **IMPORTANT INFO FOR ALL:**

You need to complete the COIC disclosure if **ANY** of these apply to you:

- HUMAN SUBJECT RESEARCH:**
  - **RESEARCH STAFF** – anyone involved with preparing, reviewing, and/or submitting IRB submissions (i.e. RIO, CRI, CRU); **OR**
  - **RESEARCH KEY STUDY PERSONNEL** – anyone involved in, or may be involved in, the design, conduct, or reporting of HUMAN SUBJECT research (i.e. PI, Co-Investigator, Study Coordinator, etc.); this applies to both Non-Exempt and Exempt studies.
- TECHNOLOGY:** Anyone submitting technology to the Office of Research Commercialization
- OFFICE OF SPONSORED PROGRAMS (GRANTS):** Anyone who is listed as study personnel on any grant administered through the TTUHSC Office of Sponsored Programs (including educational and public service grants)
- RESEARCH OVERSIGHT COMMITTEES:**
  - Anyone serving as a member on an HRPP Review Board (Amarillo or Lubbock); **AND / OR**
  - Anyone serving as a member on a RIO Research Oversight Committee (IACUC, IBC, QIRB, ESCRO, COIRC)
- CAYUSE ACCESS:** Anyone requesting a Cayuse account/Human Ethics access for any other reason

#### **TTUHSC Researchers:**

If you are a TTUHSC Faculty, Staff, Resident, or Student and need to submit your COIC disclosure, follow the instructions below:

- Login to the TTUHSC COIC Disclosure system (<https://app4.ttuhs.edu/COICDisclosures/>) using your eRaider credentials.
- Once logged in, click on **'Disclosure Submission'** – this will take you directly into the training and disclosure module.
- **Pay attention to the training information regarding Research Activities (Slide #9).**
- **Lastly, make sure to answer 'YES' when you are asking if you are involved with any of the research/grant related activities (Slide #13).**

For a User Guide on submitting your COIC disclosure, please click [HERE](#).

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## **Affiliates / Outside Collaborators:**

If you are associated with one of our Affiliates (i.e. UMC, BSA, Providence, etc.) **OR** you do not have any affiliation with TTUHSC (i.e. an Outside Collaborator), follow the instructions below:

- Submit your disclosure through Qualtrics - no account is needed.
- [CLICK HERE](#) to access the Qualtrics version of the disclosure.
- Once you have submitted successfully, you will receive an email confirmation.

If you have any questions or problems, please contact [Jennifer Board](#) for assistance.

## **TTU Researchers:**

All TTU personnel/students who are participating in TTUHSC Human Subjects Research have the option to submit through TTU or through TTUHSC.

- **If you are submitting a disclosure through TTU**, you are **not** required to submit a disclosure through TTUHSC. All you need to do is provide a PDF copy of your TTU submitted COI disclosure to [Jennifer Board](#).
- **If you are submitting a disclosure through TTUHSC**, simply follow the instructions provided above for 'TTUHSC Researchers'.

***Those who are affiliated with both TTU and TTUHSC have the option to submit through TTU or through TTUHSC.***

For assistance with submitting your TTU COI disclosure, please refer to the [TTU website for Investigator Financial Disclosures](#). Contact information is at the bottom of the webpage.

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## **TTUHSC Policies**

For additional information about the policies for financial disclosures and conflict of interest, please refer to [TTUHSC OP 73.09, Financial Conflicts of Interest in Research](#), and [HSC OP 10.05, Conflict of Interest and Commitment Policy](#).

If you have any questions about submitting a disclosure, visit the [COIC Frequently Asked Questions page](#), or contact [Jennifer Board](#).

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## **Conflict of Interest in Research (COIRC)**

The Research Integrity Office (RIO) provides an initial review of financial disclosure statements from TTUHSC researchers, as well as administrative oversight of the TTUHSC Conflict of Interest in Research Committee (COIRC).

For any questions about the Committee or Conflict Management Plans (CMPs), please contact [COIRC Staff](#). You can also [visit the COIRC webpage](#).

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## Institutional Compliance Office (ICO)

For any non-research questions specific to the Annual Disclosure, please contact the ICO office directly by sending an email to [COIC@ttuhsc.edu](mailto:COIC@ttuhsc.edu), or visiting the [Institutional Compliance website](#).

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## Contact Information

If you have any problems or questions related to the Research portion of the disclosure, please contact [Jennifer Board](#).

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