

FOR ALL PHS FUNDING

WHAT DO I DO?

You have to:

- 1) Complete FCOI Disclosures
- 2) Complete CITI training on FCOI

Complete FCOI Disclosures

For each PHS project, you must complete and submit a financial interest disclosure to the Conflict of Interest Committee to determine whether a Financial Conflict of Interest exists. These disclosures must be submitted for EVERY PHS grant that you are applying for and must be submitted BEFORE routing can begin. If a conflict does exist, the COI Committee will review. However, it is not required this review occurs prior to routing. The review must occur prior to dispersing funds if the grant is awarded.

How to Submit

If there is no current IACUC or IRB project in IRBNet, the PI or a designee must setup a shell project in IRBNet.

- If you do not have an IRBNet account, you have to create one (<https://www.irbnet.org/release/index.html>).
- Click Create New Project on the left side of the screen.
- Title – same as grant title
- Once set up, you can Share the Project with others or a project can be shared with you. This can be accomplished by clicking Share this Project on the left side of the screen.
- Once you are logged in, go to My COI tab, click Create Disclosure, and answer the questions.
- Once finished answering the questions, please click My Projects, click the title of the project and click Designer to link your disclosure to the project. This can be done by clicking Link/Unlink COI Disclosures above the Add New Document button.
- Check the box to link your disclosure or multiple disclosures. Click Save.
- Sign the package. Under Project Administration on the left side of the screen, click Sign this Package.
- Once all individuals on the project have completed and linked their disclosures and signed, you may click Submit this Package on the left side of the screen.

- BE SURE TO SUBMIT TO THE UNIVERSITY OF MARYLAND COLLEGE PARK, COI COMMITTEE!

Screenshot of the Project Overview Page:

IRBNet ID: 374520-1 USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Both Brittan Powell

Project Overview

[374520-1] Core Center

You have Full access to this project. [View](#)

Research Institution	University of Maryland College Park (UMCP), College Park, MD
Title	Core Center
Principal Investigator	Car, Catherine
Status	Work in progress
Sponsor	NIDCD

The documents for this project can be accessed from the **Designer**.

Click [here](#) to submit this package for review.

Shared with the following IRBNet users

IRBNet User	Organization	Access Type
Shihab Shamma	University of Maryland College Park (UMCP), College Park, MD	Write
Carol Espy Wilson	University of Maryland College Park (UMCP), College Park, MD	Write
Jonathan Simon	University of Maryland College Park (UMCP), College Park, MD	Write
Joshua Singer	University of Maryland College Park (UMCP), College Park, MD	Write

My Projects
 Create New Project
 My COI
 My Reminders (4)

Project Administration
 Project Overview
 Designer
 Share this Project
 Sign this Package
 Submit this Package
 Delete this Package
 Send Project Mail
 Project History
 Messages & Alerts

Other Tools
 Forms and Templates

CITI TRAINING ON FCOI

- Go to <https://www.citiprogram.org/Default.asp?>
- log into the CITI training
- choose add a course
- please choose:

Question 4 Would you like to take the Conflict of Interest mini-course?

- This should only take 45-60 minutes to complete.
- Once you have completed the FCOI course, make a PDF of your certificate and save to your computer.
- Now, go into your IRBNet account. When you click User Profile (at top right when you go into IRBNet), this screen pops up. Look at bottom, click Add New Record – this is how you upload the CITI Training doc. Once you see it in the list click submit.
- In your project, under Designer, you can link your training to that project.

User Profile

Manage Your User Profile

You may access this page at any time to update your account information, change your password, manage your affiliations and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

User Account Information and Password [\(Edit\)](#)

Username	bbritpow
First Name	Beth
Last Name	Brittan-Powell

Affiliations

- [Add an Additional Affiliation](#)

Researcher at University of Maryland College Park (UMCP), College Park, MD [\(Edit\)](#) [\(Deactivate\)](#)

Telephone Number	(301) 405-2978
Fax Number	(301) 314-9566
Email	ebrittan@umd.edu

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

| Show all Versions |

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
45104.1	3 yr. AALAS Refresher Training	BBP_animalclass_apri2012.pdf		04/19/2012		04/19/2012 03:13 PM	Pending Review	Submit
42430.1	Occupational Health & Safety Enrollment	bp_medical_surv.pdf		10/04/2010		03/27/2012 02:01 PM	Pending Review	Submit
57520.1	Other	CITI COI		08/23/2012	08/23/2016	08/23/2012 11:43 AM	Accepted	Submit
42433.1	Other	lab personnel records		01/01/2012		03/27/2012 02:04 PM	Pending Review	Submit

[Add New Record](#)

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