

## Guidelines for Reporting Outside Interests University of Arizona

Remember to always check the forms page on our website (<http://www.vpr.arizona.edu/COI-forms>) before completing a Report of Outside Interests Related to Research (referred to as an ROI), to ensure that the current version is being submitted.

- 1) All investigators listed on the Proposal Routing Sheet must answer the question (“Have you filed a “Report of Financial Interests” with the OVPR?”). The proposal may be submitted if an investigator responds “no” to the question, but a signed report for that investigator **must** be forwarded to the COI office within ten business days after proposal submission.
- 2) When reporting the “Sponsor”, check multiple boxes if the project will be funded as a subaward. (For example, if Company X will fund the project via subcontract from an award they received from the Department of Energy, check the “Private entity” box and enter the name of Company X, and then check the “Other public agency or non-profit entity” box and enter DOE as the prime sponsor.)
- 3) When reporting the “Reason for disclosure”, check all appropriate boxes:
  - New proposal: self-explanatory.
  - Involves human subjects: self-explanatory.
  - New interest related to ongoing project: investigator is reporting a new outside financial interest related to, or potentially related to, a currently funded project.
  - Continuing/added support: currently funded project is seeking continued or increased funding from the sponsor.
  - New subcontract: ongoing project is requesting subcontracted funding from an outside agency/entity (synonymous with “new proposal”).
  - New investigator added to project: investigator is being added to an ongoing project.
- 4) **Please do NOT send the reports to Sponsored Projects.** Completed reports should be signed, scanned, and sent to [coi@email.arizona.edu](mailto:coi@email.arizona.edu). We will accept forms via fax or campus mail if you do not have access to a scanner, but email attachments are preferred.

**NOTE:** It is the responsibility of the Principal Investigator to ensure that disclosable interests are reported by **ALL appropriate personnel** before the project is awarded funding. The term “appropriate personnel” refers to anyone who is:

- responsible for the design, conduct, reporting or approval of research; and/or
- directly involved in the enrollment, counseling, treatment or evaluation of research participants or evaluation of research results at the UA or any facility in which that person conducts UA research activities.

These individuals must report to the University when they or their relatives: 1) receive income other than salary for the proposed research from; 2) have an equity interest in; or 3) have a management position with, a private entity that:

- sponsors a research project in which the individual is involved; and/or
- could be considered as related to the individual's federally or publicly sponsored research.

For further assistance or information, contact Mary Lovely, COI Coordinator,  
at [lovely@email.arizona.edu](mailto:lovely@email.arizona.edu) or [coi@email.arizona.edu](mailto:coi@email.arizona.edu) or 626-7879.