

How to Complete the Conflict of Interest (COI) Disclosure

All personnel on a proposal are required to complete the Conflict of Interest (COI) disclosure and certification. This certification must be updated when your financial interests change or, at a minimum, annually. Below you will find a step-by-step guide on how to complete this disclosure.

1. Go to <https://siue.kuali.co/coi/>
2. Log-in with your SIUE e-ID and password



Enter your e-ID and Password

e-ID:

What is an e-ID? [Find out here.](#)

Password:

Forget your password? [Find help here.](#)

Warn me before logging me into other sites.

3. At the top of the screen, click the green button to **Add or Update Annual Disclosure.**



4. Complete the three questions on the **Questionnaire** page.

Question 1 of 3

During the past 12 months, did you and/or your immediate family receive aggregate compensation – monetary or otherwise – exceeding \$5,000 in value from any single external (non-SIUE) entity operating in areas relating to your SIUE responsibilities? Include any compensation paid to you and your immediate family such as but is not limited to:

- consulting fees
- honoraria
- speaking fees
- sponsored or reimbursed travel
- income related to any interests or rights in intellectual property
- stipends
- dividends
- stock options
- gifts

Yes

No

5. On the right of the screen, click **Next Step.**



6. On the **Financial Entities** page, read the statement provided.

ENTITIES Close Instructions

In making this disclosure, do NOT include any of the following items, which are excluded from the definition of significant financial interests (SFI) (See [Policy 109](#) for a list of definitions.):

1. salary, royalties, or other remuneration paid by SIUE to the investigator for appropriate grant activity
2. intellectual property rights assigned to SIUE and agreements to share royalties related to those rights
3. income from investment vehicles such as mutual funds and retirement accounts as long as the investigator does not directly control the investment decisions made in these vehicles
4. income from seminars, lectures or teaching engagements sponsored by SIUE or some other federal, state, local agency, or institution of higher education or academic hospital, medical center, or research institute affiliated with a university
5. income from service to advisory committees or review panels associated with the same agencies identified in item 4 above.

Identify each company/organization in which you or one of your immediate family members has a personal financial interest. Immediate family means an investigator's spouse, domestic partner, and anyone who received directly or indirectly more than one half of his or her support from the investigator or from whom the investigator receives directly or indirectly more than one half of his or her support. If you have questions, contact the Compliance Coordinator at x3010.

7. If you have no entities to disclose, click the corresponding checkbox. Skip to Step 11.

I have no entities to disclose

8. If you have an entity to disclose, click **Add Entity**.

+ Add Entity

9. Complete the items in the **Entity** dialog box. Add any supporting documents as necessary.

Entity ✕

Entity Name

Is this entity publicly traded?
 Yes
 No

Does this entity fund any of your work at SIUE?
 Yes
 No

Relationships **+ Add**

Please add a relationship

Attachments

Drag and drop or click to upload your attachments
Acceptable Formats: .pdf, .png, .doc, .jpeg

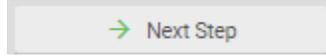
Name

✕ Cancel ✓ Save

10. Then click **Save**.



11. On the right of the screen, click **Next Step**.



12. On the **Project Declarations** page, read the statement provided.

PROJECT DECLARATIONS Close Instructions

Indicate if your scholarly activities or receipt of external funding is likely or not to result in an impact or outcome that directly involves a financial entity.

i If you mark "No Conflict" AND you or an immediate family member has a controlling interest in the company or organization AND a reviewer could conceive of an apparent overlap with your scholarly activity, then explain in lay terms why there is no direct impact in the comments of that relationship.

If you have questions, contact the Compliance Coordinator at x3010.

13. If you do not have a conflict, the following message will appear. Skip to Step 17.

You can proceed to the next step because you have no financial entities to report.

14. If you indicated that you had a conflict, you must provide additional information for each proposal that you are involved in.

Project Title

Project Type: **Proposal** - Action Required -

Project Number:

Project Role: **Co-Investigator** Update

Sponsor: **National Science Foundation**

15. Under **Action Required**, Click **Update**.

- Action Required -

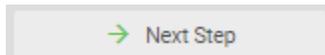
Update

16. Click the appropriate button under **Reporter Relationship**. Add an explanation under **Reporter Comments**. Then, click **Done**.

FINANCIAL ENTITY	REPORTER RELATIONSHIP	REPORTER COMMENTS
test	<input type="radio"/> Managed Relationship <input type="radio"/> Potential Relationship <input type="radio"/> No Conflict	Comments for test

Next Project | Done

17. On the right of the screen, click **Next Step**.



18. On the **Certification** page, read the statement provided.

CERTIFICATION Close Instructions

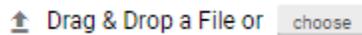
i If you have questions about the certification, contact the Compliance Coordinator at x3010.

By submitting this form, I certify that I have read the Southern Illinois University Edwardsville Conflict of Interest and Commitment [Policy 109](#) and agree to the terms listed in the policy. I further certify this disclosure is true and complete to the best of my knowledge. I understand and agree that it is my responsibility to update my disclosure annually or within 30 days of discovering or acquiring a new SFI (e.g., through purchase, travel, marriage, or inheritance).

I understand that FCOI files are subject to Federal Audit.

I understand that if I have any SFI members of the FCOI Committee are required to review my disclosure for FCOIs. Every FCOI Committee member has signed a confidentiality agreement.

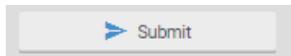
19. If you have a conflict, attach additional supporting documentation.



20. If you agree to the statement provided, click the **Acknowledgement** checkbox.

- I acknowledge that it is my responsibility to disclose any new SIGNIFICANT FINANCIAL INTERESTS obtained during the term of this disclosure. I certify that this is a complete disclosure of all my financial interests related to the projects therein.

21. On the right, click **Submit**.



Your conflict of interest statement is now complete. Please remember to update this annually or if your financial interests change. Contact the Compliance Coordinator at x3010 for any further questions.