

TIGER TIPS

RESOURCES FOR AUBURN RESEARCHERS

Public Health Service (PHS) Conflict of Interest Procedures

For investigators submitting proposals to Public Health Service (PHS) the intent of this Tiger Tips article is to serve as a notification of new Conflict of Interest (COI) requirements and procedures.

Annual Significant Financial Interest Form Requirement & Due Date

Effective August 24, 2012, Public Health Service (PHS) regulations require every PHS investigator responsible for the design, conduct, and reporting of research to disclose Financial Interests on at least an annual basis. For additional information regarding these requirements, regulations, and mandatory training, click [here](#).

If you are a PHS investigator, it is your responsibility to complete this questionnaire disclosing your Financial Interests accurately and in a timely fashion. The initial questionnaire must be completed by **September 30, 2012**.

Using the COI-SMART Disclosure to Complete and Submit the Disclosure Questionnaire **In order to submit a proposal, you must have an initial disclosure on file in COI-SMART.**

Please note that, in addition to this initial disclosure, a revision to the questionnaire is required during the reporting year: (1) prior to the processing of a new award or modification to scope of work; and (2) within 30-days of any change to the previously reported information. A notice will not be sent out on these occasions; however, you should work closely with both the Office of Research Compliance and the Office of Sponsored Programs to ensure that the disclosure requirements are met.

COI-SMART is an electronic system that allows PHS investigators to complete the required disclosure questionnaire. COI-SMART allows filers a password-protected, savable, online completion and submission of the questionnaire. The system assists you with filling out the questionnaire accurately, confirming completion prior to finalization. It also allows you to save your questionnaire and return to complete at a later date if necessary. Additionally, once you have completed your questionnaire in COI-SMART, the next time you have to complete a questionnaire, COI-SMART allows you to use information from a prior questionnaire to save time.

Please note: Prior to the expenditure of any funds under a PHS-funded Research project, the Reviewer must review the disclosure, determine if a Financial Conflict of Interest exists, and implement a management plan if needed. As such, Sponsored Programs cannot initiate the establishment of a new PHS award until this process is complete.

Accessing COI-SMART

To access COI-SMART, visit: <https://auburn.coi-smart.com/>

You will be asked to enter your login ID (your AU ACCESS username) and password. For your initial login, you will need to create a password and it is requested that you use your AU ACCESS password. **If your login ID is not found in COI-SMART, please e-mail Bob Holm (rz0021@auburn.edu) to be activated.**

E-Filing of the Disclosure Questionnaire

Once you have filled out your disclosure form in COI-SMART, type “submit”, click “finish”, and your questionnaire will be immediately date-stamped and electronically submitted. Your disclosure is complete. Once submitted, disclosures may be revised but the original information is retained. All revisions will be date-stamped and electronically submitted.

Contacts for Assistance

For questions regarding filing deadlines and COI-SMART, you may contact Bob Holm (rz0021@auburn.edu) or Niki Johnson (johnsnl@auburn.edu).