**INSTRUCTIONS FOR COMPLETING THE**

**CONFLICT OF INTEREST FORM**

**FOR FUNDED RESEARCH**

The University of Cincinnati IRB has adopted the **Policy IV.02 “Investigator Conflict of Interest in Human Subjects Research”.**

Each funded protocol submitted to the IRB for review must be accompanied by a COI Statement for each key personnel who are involved in the conduct, design, data analysis, or reporting of research involving human participants.

Additionally, each key personnel must submit an updated COI form for each progress report submitted for review by the IRB.

* Please make sure to complete the information at the top of the form.
* Check each box that appropriately describes the responsibilities of the individual signing the form.
* Have the person signing the form, check yes or no to each question listed. Note that the questions reference activities over the past 12 months.
* If “yes” is checked on one or more of the questions please attach a separate page which explains the conflict of interest, including the amount of money received for each conflict. For example, suppose Dr. Jones has been a scientific advisor for Proctor and Gamble for the past year and holds stock with the company. Dr. Jones should indicate the following: “I have been a scientific advisor for the past 12 months and have received $2,000 for my services. I also have owned 100 shares of stock in P&G for the past 10 years, which is currently worth approximately $6,500.”

The information provided on this form will be viewed by relevant IRB staff and the members of the IRB reviewing the protocol submission or progress report for which this is indicated. The IRB may recommend that significant conflicts of interest disclosed be reviewed by the University of Cincinnati Standing Committee on Conflicts of Interest, for further evaluation. The recommendations by the Standing Committee will be taken into consideration by the IRB upon making their final determinations regarding significant conflicts of interest.

Monetary amounts disclosed will not be shared with anyone outside of the IRB or the Standing Committee on COI, unless otherwise required by federal regulations or laws.

If you have any further questions, please call the IRB Office at 513-558-5259.