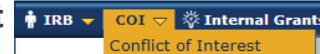


How to Report Conflicts of Interest in Research

1. Log in to WVU+kc at KC.wvu.edu.

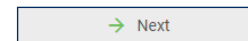
2. Click the **COI** menu to see a drop-down list, then click **Conflict of Interest** to open the COI module on a new page.



3. Review any existing disclosures on the *My Disclosures* screen, and click the **Create Disclosure** (or **Update Disclosure**) button to begin.



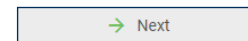
4. Carefully read the *training page* explaining the federal and WVU requirements for reporting and management of conflicts of interest in research. When you click **Next**, you are agreeing that you understand your obligations as a researcher.



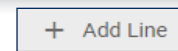
5. Answer *Yes* or *No* to the four items on the **Screening Questions** section:

- Outside remuneration - did you or your family receive payment?
- Equity interests - do you or your family own equity in an outside entity?
- Royalties or intellectual property - did you or your family receive royalties?
- Sponsored Travel - do you receive travel funding from any PHS (or PHS-adherent) sponsors? If so, you must disclose all funded/reimbursed travel from any source.

6. Click the **Next** button to proceed.



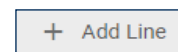
7. If you answered *yes* to any questionnaire items, you must add the financial entity with whom the relationship exists. Click **Add Line** to enter details.



- If you answered *no* to all four questionnaire items, you will be routed to the certification page (step 12).

8. Enter relevant details about the relationship with each financial entity:

- Name of the entity
- Whether it is a publicly traded company
- How your interests in this entity are kept separate from WVU responsibilities
- Do your activities with this entity relate to your research or projects at WVU?
- Are there arrangements to ensure separation of interests?
- Detail any roles performed for this entity by WVU staff
- Click **+Add Line** to report the relationship information:
 - Does this relationship exist with you - or with an immediate family member? What type of relationship? What kind of financial interest? How much financial interest?

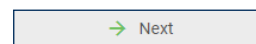


9. Click **Done** at the bottom of the *Add Relationship* form, then click **Done** at the bottom of the *Add Entities* form.



10. If you need to report relationships with other entities, click **Add Line** and enter the details.

11. Click the **Next** button to proceed.



12. Review the Certification statement at the end. By submitting this disclosure, you acknowledge responsibility to disclose any current or new significant financial interests throughout the year.

13. Click **Submit** to complete your annual disclosure.



Your annual disclosure will be reviewed by the Office of Research Integrity and Compliance. You will receive notification if any additional information is required and when your disclosure is nearing expiration.

Learn More

Find training materials, including a video tutorial on the ITS Training website:

→ it.wvu.edu/services/learning-resources/wvu-kc/coi

Visit the WVU Office of Research Integrity & Compliance's website for more details about COIR:

→ ORIC.research.wvu.edu/services/conflict-of-interest