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.

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