

Public Health Service (PHS), Department of Energy (DOE) National Aeronautics and Space Administration (NASA) Financial Conflict of Interest

Policies

University of Missouri Collected Rules and Regulations sections [330.015](#),

Policy on Conflict of Interest, and [420.030](#), Conflict with the Interests of Federal Grant Agencies

University of Missouri-Columbia Procedures on Conflict of Interest Management

Department of Energy (DOE) COI policy under FAL 2022-02

National Aeronautics and Space Administration (NASA) COI policy under [Guidelines for Promoting Scientific and Research Integrity](#)

Forms

[Investigator Form](#)

Outside Interest Disclosure Form ([eCompliance](#))

[Subrecipient Commitment Form](#)

Overview

On August 25, 2011, the Department of Health and Human Services issued a final rule ([76 FR 53293](#)) entitled "Responsibility of Applicants for Promoting Objectivity in Research for which Public Health Service Funding is Sought" (42 CFR Part 50, Subpart F) and "Responsible Prospective Contractors" (45 CFR Part 94). An Institution applying for or receiving PHS funding (including but not limited to NIH) must be in full compliance with all regulatory requirements of the new rule as of August 24, 2012.

The financial conflict of interest (FCOI)¹ policy applies to proposals for and awards of PHS funding and funding from any other sponsors having adopted the 2011 PHS FCOI regulation requirements. The University of Missouri uses these same procedures to ensure compliance with the Department of Energy (DOE) COI policy under [FAL 2022-02](#). NASA has adopted the PHS FCOI requirements (42 CFR Part 50, Subpart F) and the University of Missouri uses these same procedures to ensure compliance.

TIP: Regardless of funding agency (e.g. Department of Defense, Department of Energy, National Science Foundation, NASA, etc.), for the purposes of complying with university conflict of interest policy, all SBIR/STTR proposals and awards will be entered into eCompliance for oversight by the COI Office.

Impact Summary

For each proposal funded by any PHS agency, DOE, NASA, or other sponsor who has adopted the regulation (including those for which MU is the subrecipient):

At Proposal:

- The Principal Investigator (PI)/Department must submit an Investigator Form (IF) and documentation of submitted required disclosures/certifications to SPA with the grant

¹ A financial conflict of interest (FCOI) is a significant financial interest that could directly and significantly affect the design, conduct, or reporting of research.

application and Electronic Proposal Signature Routing Sheet (ePSRS).

- All MU Investigators must have submitted an Outside Interest Disclosure Form (OIDF) to the COI Office via [eCompliance](#) within the previous 12 months.
- All external (non-MU) Investigators must provide certifications or disclosures appropriate to their role on the project and professional affiliation(s).

Important Note: Proposals impacted by the regulation will not be submitted until all requirements are met, regardless of the sponsor's submission deadline.

At Award:

- The MU Conflict of Interest Committee (COIC) will determine whether any outside interests of the Investigators impact the project. If so, the COI Office will work with the Investigator to create a management plan. Upon final approval of the management plan, the COI Office will report the FCOI and management plan to the sponsor.
- All MU Investigators must complete Conflict of Interest Training through [eCompliance](#).
- All MU Investigators must have a current outside interest disclosure form on file in eCompliance.

Important Note: Projects will not be awarded until all requirements are met, regardless of the sponsor's awarded start date.

During the Project:

- No new Investigators may be added to a PHS-funded project until they have completed all of the above requirements. The PI/Department must notify the COI Office before adding personnel.
- Investigators must report all sponsored travel, as defined by the regulation, no later than 30 days after the travel occurred.
- Prior to acquiring any new outside interests or making any changes to existing interests, Investigators must update their OIDF in eCompliance.

Risk

An organization's failure to comply with the PHS regulation may result in a variety of actions at the discretion of the sponsor, including but not limited to imposing special conditions on a grant, terminating an award, and refusing future funding. At the University level, the COIC has the authority to recommend sanctions of an employee for failure to cooperate with or violation of COI policy (CRR 330.015.A.2; CRR 420.030 F).

Quick Links

Sections

- I. [At Proposal](#)
- II. [At Award](#)
- III. [During the Project](#)

Appendixes

1. [External Investigators](#)
2. [FCOI Quick Reference Guide for DRAs](#)
3. [Decision Tree – Who needs to be listed on the Investigator Form](#)

SECTION I. AT PROPOSAL

Procedure

Principal Investigator (PI) – The PI completes the [Investigator Form](#) (IF) for the proposal, with the assistance of the COI Office as needed. The PI's physical signature, stated approval by email, or electronic signature (by way of direct submission to SPA) are acceptable approvals of the IF.

TIP: All Senior/Key Personnel (including the PI) and Other Significant Contributors (OSC) as designated on the [Research & Related \(R&R\) Senior/Key Person Profile form](#) or other sponsor profile form **must** be listed on the IF. (See [Appendix 3, Decision Tree – Who needs to be listed on the Investigator Form](#)).

Departmental Research Administrator (DRA) – The DRA works with the PI to complete the IF and accesses the eCompliance database (Documents tab) to verify that all MU Investigators listed on the IF have filed an OIDF within the previous 12 months. (Note that the DRA's eCompliance access is limited such that the content of the MU Investigators' OIDFs cannot be viewed.) The DRA saves screenshots or prints screens as documentation of current OIDFs for all MU Investigators.

TIP: The following statuses indicate that an Outside Interest Disclosure Form (OIDF) has been submitted to the COI Office: Submitted, Returned, Under Review, Complete. The only status that does not meet the requirement for proposal submission is New. "New" indicates that an individual has started completing the OIDF but has not finished and submitted it to the COI Office.

If an MU Investigator has not submitted an OIDF, the DRA should provide guidance to the MU Investigator to access [eCompliance](#) or alert the COI Office and SGCA. As the submission deadline approaches, the COI Office will work with the MU Investigator to submit an OIDF and keep the DRA and SGCA informed of progress or potential delays.

For any external subrecipient (non-MU) Investigator included in the proposal, the DRA will send the [Subrecipient Commitment Form \(SCF\)](#) to be completed by the subrecipient and signed by the Subrecipient Authorized Official (see [Appendix 1](#)).

Important: In most circumstances, a subrecipient may not rely on the MU FCOI policy. If a subrecipient does not have an active and enforced COI policy, the DRA should contact the SGCA and the COI Office. The COI Office will take the lead in offering the subcontractor the [FDP Model Financial Conflict of Interest Policy and Model Disclosure Form](#) for adoption.

For any external non-subrecipient (non-MU) Investigator included in the proposal, the DRA should work with the SGCA to contact the COI Office immediately to determine the required disclosure or certification appropriate to the Investigator's role on the project and professional affiliation(s) (see [Appendix 1](#)).

Important: PHS proposals will not be submitted until all requirements are met, regardless of the sponsor's submission deadline.

The DRA submits as part of the proposal package the following: (1) a completed IF signed by the PI, (2) screenshots or printed and scanned pages from eCompliance confirming that each MU Investigator has a current OIDF on file, and (3) if applicable, a completed SCF signed by the Subrecipient Authorized Official.

SPA – At proposal, the SGCA will:

- Verify that the PI submitted an Investigator Form for the project.
- Compare the IF to the [Research & Related \(R&R\) Senior/Key Person Profile form or other sponsor designated personnel form](#) and contact the Department/Division to resolve any inconsistencies, involving the COI Office when necessary.

Reminder: All Senior/Key Personnel (including the PI) and Other Significant Contributors (OSC) as designated on the R&R Senior/Key Person Profile form *must* be listed on the IF.

- Review the documentation submitted by the DRA and/or verify via the eCompliance database (Document tab) that all MU Investigators on the IF have filed an ODF within the previous 12 months, retaining documentation for the SPA proposal file. (Note that the SGCA's eCompliance access is limited such that the content of ODFs cannot be viewed.) If an MU Investigator has not submitted an ODF, the SGCA should alert the [COI Office](#) staff who will work with the MU Investigator to submit an ODF, keeping the SGCA informed of the status of the request.
- For proposed subrecipients, review the SCF(s) to verify that the institution(s) has certified that it has a publicly accessible COI policy compliant with PHS regulations.

Note: In most circumstances, a subrecipient may not rely on the MU FCOI policy. If a subrecipient does not have an active and enforced FCOI policy, the SGCA will contact the COI Office who will take the lead in offering the subcontractor the [FDP Model Financial Conflict of Interest Policy and Model Disclosure Form](#) for adoption.

IMPORTANT: In the event certification cannot be obtained, the subrecipient Investigator *must* be removed from the proposal prior to submission.

- For external non-subrecipient (non-MU) Investigators, work with the COI Office to determine and secure the required disclosure or certification appropriate to the Investigator's role on the project and professional affiliation(s).

IMPORTANT: In the event disclosure cannot be obtained, the external Investigator must be removed from the proposal prior to submission.

COI Office – Prior to proposal submission, the COI Office will, at the request of the SGCA or Department/Division, work with an MU Investigator to complete an ODF and will keep SPA informed of its status.

The COI Office fields questions from the PI and Department/Division relating to the COI policies, including questions regarding how to identify an "Investigator."

Responsibilities:

Below is an outline of responsibilities as they relate to this process at proposal.

Principal Investigator:

- Identify all Investigators named in the proposal by completing the Investigator Form (IF).

Departmental Research Administrator:

- Work with the PI to complete the IF.
- Verify that all MU Investigators listed on the IF have filed an ODF within the previous 12 months. If an MU Investigator does not have a current ODF on file, the DRA should immediately alert COI Office staff and the SGCA.

- If applicable, send the Subrecipient Commitment Form (SCF) to be completed by each subrecipient and signed by an Authorized Official. If the subrecipient indicates that it does not have a compliant COI policy, work with the SGCA who will contact the COI Office (see [Appendix 1](#)).
- Work with the SGCA to contact the COI Office regarding any non-subrecipient external (non-MU) Investigators on the project in order to determine the appropriate required disclosures or certifications (see [Appendix 1 and Appendix 3](#)).
- Submit to SPA the IF, eCompliance ODF documentation, and SCF(s) (if applicable) with the grant application and ePSRS.

Sponsored Programs Administration:

- Review the IF for completeness and accuracy compared to the PHS application forms.
- Review the documentation submitted by the DRA verifying that all MU Investigators listed on the IF have filed a current ODF. If an MU Investigator has not submitted an ODF, the SGCA should immediately alert COI Office staff.
- For any external subrecipient (non-MU) Investigators, ensure that the subrecipient institution has certified that it has a publicly accessible COI policy compliant with PHS regulations.
- For any external non-subrecipient (non-MU) Investigators, work with the COI Office to determine and secure the required disclosure or certification appropriate to the Investigator's role on the project and professional affiliation(s).
- Following proposal submission, maintain documentation of the certification forms for the SPA proposal file.

COI Office:

- Field questions from the PI and Department/Division relating to the COI policies.
- When necessary, work with MU Investigators to complete an ODF prior to proposal submission and keep Department/Division staff and/or SPA informed of its status.
- Work with SPA to determine and secure the required disclosures or certifications for external non-subrecipient (non-MU) Investigators.

SECTION II. AT AWARD

Procedure

PI – The PI collaborates with the COI Office and the Conflict of Interest Committee (COIC) as needed during the COI review process and ensures that all MU Investigators complete the Conflict of Interest Training in [eCompliance](#).

SPA – The SGCA notifies the COI Office via [eCompliance](#) (Projects tab) upon receiving a request for an Advance/Pre-Award Account from the PI and Department/Division or a Notice of Award from the sponsor. The SGCA creates a New Project and Award entry in eCompliance and will upload the project Investigator Form and Scope of Work from the original Proposal file to facilitate the COI review.

Note: COI review and approval are not required prior to submission of Just in Time (JIT) information. NIH's request for JIT information provides early notice of possible intent to fund, however, a request for JIT information is not an award notification and does not provide certainty that a proposal will ultimately receive funding, therefore, COI review and approval will occur when the Notice of Award is received from the sponsor.

Upon award, the SGCA will review the agreement and collect applicable approvals (e.g., PI, legal, IRB/ACUC) while the COI Office completes the COI review. Agreements requiring University signature can be executed during the COI review process; however, the award

cannot be set up until the COI review is complete.

Note: In the event that MU is a subrecipient on a PHS-funded award (i.e., MU's sponsor is another institution issuing a subaward agreement with flow-through dollars), the SGCA will obtain a copy of the prime agreement for the SPA file.

COI Office – The COI Office initiates the COI review upon notice of an award, working to ensure that the review is completed in a timely manner based on the project start date identified by SPA in the eCompliance notification. The COI Office reviews the Outside Interest Disclosure Forms (OIDFs) for all Investigators on the project (as determined prior to proposal submission), submits for COIC review if needed, and confirms that all MU Investigators on the project have completed Conflict of Interest Training.

For any identified FCOI, the COI Office staff will work with the Investigator to create a management plan. Upon final approval of the management plan, the COI Office will report the FCOI and management plan to the sponsor. In order to ensure proper award management, the COI Office will inform SPA of any potential impact on the project.

The COI Office will notify the SGCA, Post-award Team, and DRA by email that all PHS requirements have been met for the awarded project, indicating that all MU Investigators have a current Outside Interest Disclosure form on file, have completed Conflict of Interest Training, and either (1) there is no FCOI related to the project or (2) an FCOI management plan has been developed and reported to the sponsor.

The COI Office will review FCOIs submitted to MU by any subrecipient on a project and will submit their reports to the sponsor at award and annually, as specified in the regulation.

Note: SPA will utilize the [FDP Subaward Agreement Forms](#), which include language relevant to the FCOI regulation. Additional language will be added as needed on a case-by-case basis.

The COI Office will submit all required FCOI reports to the sponsor, including annual updates required for previously-reported FCOIs.

SPA - The SGCA maintains documentation of the COI Office/COIC approval in the SPA file. The award can be set up upon receipt of the above approval notification.

Responsibilities

Below is an outline of responsibilities as they relate to this process at award.

Principal Investigator:

- Collaborate with the COI Office and COIC to expedite approval.
- Work with MU Investigators to ensure all complete Conflict of Interest Training.

Sponsored Programs Administration:

- Notify COI Office via [eCompliance](#) upon notice of new or additional funding, attaching the project's Investigator Form and Scope of Work and, if applicable, including subrecipient information.
- Maintain COI Office/COIC approval documentation in the SPA file.
- Hold award setup until notification of COI Office/COIC approval.

COI Office:

- Initiate COI review process upon notification of impending award.
- Facilitate management plan development when necessary.
- Ensure that all MU Investigators complete Conflict of Interest Training.
- Notify SPA of COI Office/COIC approval.
- Submit all required FCOI reports (including those of subrecipients) to the sponsor.

SECTION III. DURING THE PROJECT

Procedure

Investigators – MU Investigators must report any sponsored travel² to the COI Office via [eCompliance](#) within 30 days of the trip and must report any new or changed outside interests by submitting an OIDF via [eCompliance](#) as new interests arise. Subrecipient external (non-MU) Investigators must meet the same requirements by reporting to the MU COI Office as directed by the subaward agreement.

DRA/SPA – The DRA and SPA work closely together for compliant and consistent post-award administration.

Change in Investigators

Note: Before the PI adds a new MU Investigator to an ongoing project, the new MU Investigator must file an Outside Interest Disclosure Form (OIDF) and complete Conflict of Interest Training and the COI Office must complete a COI review.

PI – The PI completes a revised Investigator Form (IF).

DRA – The DRA works with the PI to complete the revised IF. The DRA ensures that all MU Investigators, as defined by the regulation, have submitted an Outside Interest Disclosure Form (OIDF) via [eCompliance](#) in the previous 12 months and that external (non-MU) Investigators have provided the appropriate disclosures or certifications (see Section I above). The DRA submits the revised IF to SPA.

SPA – The SGCA or Post-Award Team notifies the COI Office by email at coi@missouri.edu upon receiving notification of a change in investigator(s), whether by way of a revised IF, a request to submit an Investigator Change Request to a sponsor, or as described in the RPPR (see “Non-Competing Continuation Progress Report” below). If a revised IF is received from the PI/DRA, SPA will submit the documentation in the notification email; otherwise, the COI Office will work with the PI/DRA directly, as described below, to determine the need for a revised IF.

COI Office – The COI Office works with the PI/DRA to determine appropriate changes to the IF on file for the project. The COI Office sends a “Review/Update IF & SOW” notification by email and works with the PI/DRA as needed to complete the process. The COI Office notifies SPA of any updates submitted.

The COI Office ensures that all new Investigators have met the relevant disclosure and training requirements. The COI Office sends the approval notification to the PI, DRA, SGCA, and Post-award Team. The COI Office facilitates development of a management plan for identified FCOIs and submits to the sponsor an FCOI report within 60 days of determining that a new or newly discovered FCOI exists.

²*Sponsored travel* includes all travel sponsored or reimbursed by any entity other than MU, with the following exceptions for which reporting is not required: a federal, state, or local government agency; an institution of higher education; an academic teaching hospital; a medical center; or a research institute that is affiliated with an institution of higher education.

Continuation Funding Notices

SPA – The SGCA enters an Award Notification via [eCompliance](#) (Projects tab) upon receipt of the Notice of Award for the continuation funding.

Note: COI review and subsequent COI Office approval are *not* required prior to submission of annual progress reports. Note that regardless of proactive internal processes, progress report submission does not provide certainty that a project will receive additional funding.

COI Office – Upon receipt of a Notice of Award for continuation funding in eCompliance, the COI Office works with the PI/DRA to confirm that the Investigator Form (IF) and Scope of Work (SOW) on file are complete and accurate for the anticipated continuation period. The COI Office sends a "Review/Update IF & SOW" notification by email and works with the PI/DRA as needed to complete the process. The COI Office notifies SPA of any updates submitted.

For any previously reported FCOI, the COI Office submits an annual FCOI report at the time of continuation application submission.

In anticipation of next-year funding, the COI Office and SPA follow procedures as outlined in Section II above.

Responsibilities

Below is an outline of responsibilities as they relate to this process during the project.

Principal Investigator:

- Work with the DRA to report any change in Investigators by way of a revised IF.
- Report all sponsored travel within 30 days of the trip; ensure all Investigators report sponsored travel.
- Report any new or changed outside interests as they arise; and ensure all Investigators report new or changed outside interests.

Departmental Research Administrator:

- Work closely with the SPA Post-award Team for compliant and consistent post-award administration.
- Work with the PI to complete and submit a revised IF upon any notice of a change in Investigators on a project, and await COI Office approval before processing appropriate payroll changes to the project.
- Work with SPA to notify the COI Office upon learning of a change in Investigators or an investigators outside interests or an instance of sponsored travel.

Office of Sponsored Programs Administration:

- Submit revised IFs to the COI Office by email at coi@missouri.edu upon receipt from the PI and/or Department/Division.
- Notify the COI Office when submitting to the sponsor an Investigator Change Request.
- Notify the COI Office when continuation notice of award is received.
- Notify the COI Office upon learning of a change in Investigators or outside interests or an instance of sponsored travel.

COI Office:

- For continuation funding (including No Time Cost Extensions), confirm that the IF and SOW

on file are complete and accurate for the anticipated continuation period.

- Ensure that all new Investigators on a project complete an ODF and the Conflict of Interest Training.
- Notify SPA of COI Office approval of any new Investigator on a project.
- Facilitate development of a management plan for identified FCOIs.
- Submit to sponsor an FCOI report within 60 days of determining that a new or newly discovered FCOI exists.
- For any previously reported FCOI, submit an annual FCOI report at the time of renewal application.
- Upon notification of continuation application, submit necessary FCOI reports concurrently.

Need Help?

Contact SPA at muresearchospa@missouri.edu or (573)-882-7560.

Related Topics

[Advance and Pre-award Accounts](#)

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01/10/2023

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APPENDIX 1. EXTERNAL INVESTIGATORS (PHS, DOE, NASA or any sponsor who has adopted the regulation)

When a PI has identified an external (non-MU) Investigator, MU must arrange for the management of the Investigator's conflicts in one of two ways, described below. If neither option is viable, the external Investigator must be removed from the project.

Note: Not all collaborators and consultants meet the definition of Investigator. If the PI determines that the individual's role on the project does not rise to the level of Investigator, the individual should be listed as an Other Significant Contributor (OSC) on the [Research & Related \(R&R\) Senior/Key Person Profile form](#) or other sponsor designated personnel form and the requirements under this Financial Conflict of Interest Rule do not apply.

1. MU SUBRECIPIENT: Include in the proposal a subcontract with the Investigator's employer and obtain certification of the employer's COI policy (preferred method) via the subrecipient commitment form.

- Generally (but not absolutely), the external Investigator's role will be co-Investigator (co-I) or co-Principal Investigator (co-PI).
- Prior to proposal submission, subrecipients on all proposals subject to the revised PHS and DOE FCOI regulation must certify as to the institution/organization's Conflict of Interest policy.

a. Subrecipient Commitment Form: COI Assurance

2. Conflict of Interest

42 CFR Part 50.604 requires that institutions conducting PHS-funded research "Maintain an up-to-date, written, enforced policy on financial conflicts of interest." Further, "If the Institution carries out the PHS-funded research through a subrecipient (e.g., subcontractors or consortium members), the Institution (awardee Institution) must take reasonable steps to ensure that any subrecipient Investigator complies with this subpart by incorporating as part of a written agreement with the subrecipient terms that establish whether the financial conflicts of interest policy of the awardee Institution or that of the subrecipient will apply to the subrecipient's Investigators."

☐ Subrecipient hereby certifies that it has a conflict of interest policy that complies with 42 CFR Part 50, Subpart F, "Responsibility of Applicants for Promoting Objectivity in Research." Subrecipient also certifies that, to the best of the organization/institution's knowledge (1) all financial disclosures have been made related to the activities that may be funded by or through a resulting agreement and required by its conflict of interest policy; and (2) all identified conflicts of interest have or will have been satisfactorily managed, reduced, or eliminated in accordance with subrecipient's conflict of interest policy prior to the expenditure of any funds under a resulting agreement.

☐ Subrecipient does not have a conflict of interest policy that complies with 42 CFR Part 50, Subpart F.

Note: The Curators of the University of Missouri will evaluate on a case-by-case basis each proposal including a subrecipient that does not have a conflict of interest policy that complies with 42 CFR Part 50, Subpart F. The Curators of the University of Missouri will not submit to a PHS agency any application including such subrecipients prior to review and resolution.

☐ Not applicable because this project is not funded by the NIH, AHRQ, ATSDR, CDC, FDA, HRSA, IHS, SAMHSA, or any other sponsor that has adopted these federal financial disclosure requirements.

The Departmental Research Administrator (DRA) sends the [Subrecipient Commitment Form](#) (SCF) to be completed by the subrecipient and signed by the Subrecipient Authorized Official. For projects subject to the revised PHS or DOE FCOI regulation, a completed SCF indicates to MU that (1) the subrecipient institution/organization has a publicly accessible COI policy that complies with the PHS and DOE regulation and will timely submit required reports to MU, or (2) the subrecipient institution/organization does not have a compliant policy and therefore must adopt one, rely (be subsumed) on MU's policy, or be removed as an Investigator on the project.

If a subrecipient does not have an active and enforced FCOI policy, the DRA should immediately work with the SGCA to notify the COI Office immediately. In most circumstances, a subrecipient may not rely on the MU COI policy. The COI Office will take the lead in offering the subcontractor the [FDP Model Financial Conflict of Interest Policy and Model Disclosure Form](#) for adoption.

The DRA submits the completed and signed SCF(s) to SPA as part of the proposal package. SPA reviews the SCF(s) to verify that the proposed subrecipient institution(s) has certified that it has a publicly accessible FCOI policy compliant with PHS regulations.

At award, SPA will utilize the [FDP Subaward Agreement Forms](#), which include language relevant to the FCOI regulation. Additional language will be added as needed on a case-by-case basis.

The COI Office will review FCOIs submitted to MU by any subrecipient on a project and will submit their reports to the sponsor at award and annually, as specified in the regulation.

b. Federal Demonstration Partnership (FDP) Institutional Clearinghouse for Certification of Institutional Compliance with PHS FCOI Requirements

The FDP hosts a Clearinghouse of institutions and other entities that have attested as to their compliance with the revised PHS FCOI regulation. The [FDP Clearinghouse](#) is intended for use by recipients of PHS or DOE funding to verify the compliance of their potential subrecipients with these regulations. MU is enrolled in the FDP FCOI Clearinghouse and should check the FDP FCOI Clearinghouse to determine if the planned subrecipient institutions are members. If the subrecipient institution is a member, MU should request the subrecipient institution indicate so on the Subrecipient Commitment Form (SCF).

Section I: To be completed by all Subrecipients

PASS-THROUGH ENTITY (PTE) INSTITUTION INFORMATION			
PTE PI			
PTE Institution			
Prime Sponsor			
Project Title			

SUBRECIPIENT INSTITUTION INFORMATION			
Institution			
Type of Organization			
FDP Expanded Clearinghouse Profile url (if applicable)	<i>If FDP member, please skip section II.</i>		
PI Name		eRA Commons	
PI Phone		PI E-Mail	
Project Period		to	
UEI		Tax ID Number	
Performance Site Address		Performance Site Congressional District #	
Direct Costs		F&A Costs	
Cost Sharing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cost Sharing Amount	
SUBRECIPIENT CONTACTS			
Administrative		E-Mail	
		Phone	
Fiscal Contact		E-Mail	
		Phone	

MU can also confirm the subrecipient organization participation in the FDP by searching the site

for a list of [Member Institutions](#).

2. SUBSUMED INVESTIGATOR: Bring the individual under MU's COI Policy (acceptable method only if subcontracting to the individual's employer is not an option).

Note: Including in the proposal a subcontract with the Investigator's employer and obtaining certification of the employer's COI policy (option 1, above) is preferred; a contractual relationship between entities provides sufficient evidence to MU that the employer has assumed legal liability for the external actions of its employee. Where no contractual relationship exists, an employer's FDP Clearinghouse certification or in cases where the subrecipient commitment (including Authorized Organizational Representative signature) does not provide sufficient evidence of institutional responsibility, and therefore the individual investigator must be subsumed under MU's COI Policy.

- The PI/DRA should work with the SGCA, who will contact the COI Office. The COI Office will review, submit for necessary approvals, and then, if appropriate, work with the external Investigator to file a disclosure prior to proposal submission.
- Generally, the external Investigator's role will be collaborator or consultant.

A Proposal will not be submitted until the external investigator has completed the disclosure process and the disclosure is on record.

Follow on pages include:

APPENDIX 2. FCOI QUICK REFERENCE GUIDE FOR DRAS

APPENDIX 3. FCOI WHO NEEDS TO BE ON THE INVESTIGATOR FORM

For full procedures, refer to “Public Health Service Financial Conflict of Interest | Department of Energy Financial Conflict of Interest” and “Financial Conflict of Interest in NSF- Funded Research” in the *SPA Sponsored Programs Procedure Guide*.

For each PHS*, DOE, NASA proposal (including those for which MU is the subrecipient):

*Includes all sponsors having adopted the PHSFCOI Rule. Refer to the [Investigator Form](#) for more information.

At proposal, the DRA should:

1. Work with the PI to complete the Investigator Form (IF), listing all Investigators (MU and non-MU).
Note: All Senior/Key Personnel and OSCs on the R&R Senior/Key Person Profile form must be listed on the IF.
2. Verify that all MU Investigators listed on the IF have filed an ODF within the previous 12 months. If an MU Investigator does not have a current ODF on file, provide guidance to the MU Investigator to access [eCompliance](#) or alert the SGCA.
3. For any subrecipient Investigator, obtain a Subrecipient Commitment Form (SCF) and confirm COI policy certification. If the subrecipient indicates that it does not have a compliant policy, immediately notify your SGCA to contact the COI Office.
4. For any non-subrecipient external Investigator, immediately notify your SGCA to contact the COI Office.
5. Submit to SPA the following with the proposal: (1) IF, (2) eCompliance ODF status screenshots, (3) SCF.

Pre-proposals and proposals will not be submitted until it is confirmed that all MU Investigators have a current ODF on file and all non-MU Investigators have made appropriate disclosures/certifications.

At award:

- The SGCA will notify the COI Office upon receiving a Pre-Award Account request, Notice of Award, or any other indication of funding.
- All MU Investigators must complete eCompliance COI Training.
- Agreements requiring University signature can be executed during the COI review process; however, the award cannot be set up until the COI review is complete and SPA has received COI Office approval.

The COI Office will ensure all requirements are met and then notify SPA. Projects will not be awarded prior to COI Office approval, regardless of the sponsor's awarded start date.

During the project:

- All Investigators must (1) prior to acquiring new outside interests or making changes to existing interests, submit an updated ODF in eCompliance, (2) report sponsored travel within 30 days, (3) disclose SFIs annually, and (4) complete COI Training at least every four years.

Change in Investigators: Before the PI adds a new Investigator to an ongoing project, the COI Office must complete a review to ensure compliance with all requirements. **The DRA should:**

- Work with the PI to complete and submit a revised IF upon any notice of a change in Investigators on a project.
- Await COI Office approval before processing appropriate payroll changes to the project.

For each NSF proposal (including those for which MU is the subrecipient):

At proposal, the DRA should:

1. Work with the PI to complete the Investigator Form (IF), listing all MU Investigators.
Note: External partners (e.g., non-MU co-PI, non-MU Collaborator) are not included in the definition of “Investigator” as promulgated in the [NSF Conflict of Interest Policies](#); therefore, individual disclosures or institutional certifications from external partners are not required.
2. Verify that all MU Investigators listed on the IF have filed an ODF within the previous 12 months. If an MU Investigator does not have a current ODF on file, provide guidance to the MU Investigator to access [eCompliance](#) or alert the SGCA.
3. Submit to SPA the following: (1) IF, (2) eCompliance ODF status screenshots.

Pre-proposals and proposals will not be submitted until it is confirmed that all MU Investigators have a current ODF on file.

At award:

- The SGCA will notify the COI Office upon receiving a Pre-Award Account request, Notice of Award, or any other indication of funding.
- All MU Investigators must complete eCompliance COI Training.
- Agreements requiring University signature can be executed during the COI review process; however, the award cannot be set up until the COI review is complete and SPA received COI Office approval.

The COI Office will ensure all requirements are met and then notify SPA. Projects will not be awarded prior to COI Office approval, regardless of the sponsor's awarded start date.

During the project:

- All MU Investigators must (1) prior to acquiring new outside interests or making changes to existing interests, submit an updated ODF in eCompliance, (2) disclose SFIs annually, and (3) complete COI Training at least every four years.

Change in Investigators: Before the PI adds a new Investigator to an ongoing project, the COI Office must complete a review to ensure compliance with all requirements. **The DRA should:**

- Work with the PI to complete and submit a revised IF upon any notice of a change in Investigators on a project.
- Await COI Office approval before processing appropriate payroll changes to the project.

FCOI WHO NEEDS TO BE ON THE INVESTIGATOR FORM

FCOI -- Guidelines for Inclusion of Individuals on Investigator Form

For PHS agencies and those who have adopted the PHS rule (ex. Dept of Energy, AHA, etc). For NSF, we only need to list MU personnel on the form and do not need to be include non-MU personnel. This applies to all proposal submissions, including LOIs and pre-proposals.

All Investigators (PI, Co-I who are responsible for the design, conduct, and reporting of research) must be on the Investigator Form and have a current OIDF.

In addition, ALL people on the Senior/Key Personnel Form must be accounted for on the IF, either as an Investigator or an Other Significant Contributor. This decision tree will help identify what is needed for those individuals.

