			Prot	tocol S	pecif	ic COI (PS	SCOI) D	isclosure In	struct	ions		
To cre	eate a	a PSCOI diso	closure, l	ogin to	<u>RUSH</u>	<u>'s Researc</u>	<u>h Portal</u>	and complete	e the fo	ollowing	steps.	
1)	Fron	n the main	portal pa	ige, clic	k the N	Master Pro	j ect tab	(located at th	e top g	reen me	nu bar).	
		IT'S HOW RESE	ARCH SHOULD I	BE								
		Dashb	oard		Н	ome		Master Project		Re	eports	
2)	Fron Ente	n the My Ao e r key . <i>Be su</i>	dministra ure 'ID' is	ntions p display	age, e i ved in t	nter the O the Filter b	RA numl y dropdo	ber in the tex own menu.	t box s	hown be	low and pr	ess the
		My Administra	ations	My Appr	ovals	My Maste	r Projects	All Master Pro	ojects	Projects	by Department	
	1											
		Filter by 😧	ID	v	Enter text to	o search for	2	Q + Add	Filter 🗙 🤇	Clear All		
3)	Click Wor	t he hyper kspace pag	link of th e.	e ORA :	study	name. This	s will tak	e you to the N	Master	Project S	Summary	
		Filter by	ID		•	20051101				٩	+ Add Filter	
		ID	Name	3	Date I	Modified	State		PI	Primary	Sponsor	
		20051101	Covid CT	RCT 5	5/19/202	20 1:34 PM	Submit	ted to Oncore	Cook	20/20 Ge	neSystems, Ir	1C.
4)	Fron (loca	n the Maste ated on the Conflic	er Projec left colu :t of Inte r	t Summ mn of t rest	hary W he pag	/orkspace ge), and cli	page, scr ck the Cc	roll down unt onflict of Inte	il you r rest bu	each the tton.	Create sect	tion
5)	Fron Note page the (n the Welco e: A red asto e. After ans COI Role Stu	ome page erisk (*) i wering e udy page	e begin indicate ach quo	your d es a rec estion ,	lisclosure. quired field , click the	Answer ຄ d and mu Continue	all three ques ust be answer e>> button alo	stions v ed befo ong the	vith a re o pre movin right. Th	d asterisk (' ng on to the his will take	*). e next you to
	*	s this a new dis	closure? 🕻	Yes C) No <u>Cl</u>	ear		G				
	* [Do you have a f	financial inte	erest to dis	sclose?	O Yes O I	√o <u>Clear</u>					

* Is it an update to a previous disclosure submitted to this project? O Yes O No <u>Clear</u>

6) From the COI Role Study page, scroll down until you reach the section Role in Study and choose your role(s) for that specific study. Example is shown below.

* Ro	le in Study: 6
✓	Statistical Analysis
	Data Analysis
✓	Data Collection
	Recruitment

7) Below the list of study roles, answer the next required question then click the Continue>> button along the right. This will take you to the COI Disclosure – Activity page.

* Will the relationship continue into the next 12 months from the date of this disclosure? 🔘 Yes 🔘 No

8) From the COI Disclosure – Activity page, you will have the option to select one or more activities to report. Choose an activity to make a disclosure by clicking the +Add button.

Sponsored Tr	avel:	
+ Add	8	
	Organization	Destination Travel Date Purpose of Trip

- a) A window will appear for you to add an Entity or Sponsor and the related financial or fiduciary activity. After answering all questions, **click the Continue>>** button along the right.
- b) If the Entity or Sponsor is not listed in the dropdown list. Go back to the Master Project main page and scroll down until you reached My Activities (located on the left column of the page) and click the 'Request New Prime or Direct Sponsor' button. Provide the requested information and the entity will be added to the 'Sponsor' list.
- 9) After entering the activity information, you will be taken back to the COI Disclosure Activity page where you will see a brief summary of your disclosure. When all activities have been reported, click the Continue>> button along the right. This will take you to the Explanation of the Conflict of Interest page.

+ Add							
	Organization	Destination	Travel Date	Purpose of Trip			
C Update	Abbott Laboratories	Las Vegas	1/1/2020	Describe the purpose	of the trip in de	tail here 🛛 💿	
« Back	🖺 Sa	ive 🕞 E	xit 🔒 H	lide/Show Errors	🖶 Print	A Jump To	9 Continue

10) From the Explanation of the Conflict of Interest page, explain in detail a) the reason of the activity, b) how the disclosed entity(ies) relates to this research protocol, and c) how the financial interest is or may be related to this research protocol. After entering your explanation in the text box, click the Continue>> button to the COI Financial Submission page.

11) When you reached the COI Financial Submission page, review the instructions and click the Continue button (upper right corner). You will be taken back to your COI disclosure page where you can submit your disclosure. Aump To 🗸 « Back R Save Exit A Hide/Show Errors 🕂 Print Continue Submission Instructions 12) IMPORTANT: In order to submit your disclosure, you must click the Submit Disclosure button (located on the left column under My Activities). If you miss this step your disclosure will be incomplete. **My** Activities Submit Disclosure 12 13) If there is no missing information found in your disclosure, you will receive the Attestation Statement. **Review the attestation, check the white box** and click OK at the bottom of the page. A confirmation will be sent to your email that your PSCOI disclosure was successfully submitted. End Submit Disclosure The following action will submit your COI disclosure for review. 13 Attestation: * 🔲 I, Rose Garcia, hereby attest that the information contained in this disclosure is true complete, and accurate. I understand that RUSH and certain of its affiliates are charitable organizations that must engag primarily in activities that further their purpose in order to maintain tax exempt status and remain in compliance with federal and state statutes I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to discipline, including but not limited to suspension or termination of employment. I further understand that false, fictitious, or fraudulent information, termination of employment. I further understand that tailse, lictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may, in certain circumstances, subject me to possible criminal or civil penalties and agree that (1) the statements and representations made herein are material to U.S. Government's funding decision, and (2) I have a responsibility to update the disclosures within thirty (30) days during the period of performance and as required under RUSH policy should circumstances change which impact the responses provided herein or as control due to U.S. Let all the statement of the sta required under RUSH policy. I understand that I must promptly notify the Conflict of Interest Committee(s) (through Mary Keller, System Director in Corporate Compliance, Mary. <u>G. Keller@rush.edu</u>) of any change in the responses to each of the foregoing questions that may result from a change in circumstances, or from any new or potential financial interest, situation, activity, or conduct. In order to submit your disclosure, you must agree with the above statement by clicking the check box and then click **OK**. If you are not ready to submit your disclosure, click **Cancel**. OK Cancel **NOTE:** On the attestation page for **federally funded researchers**, you are required to provide the date of your last FCOI training.