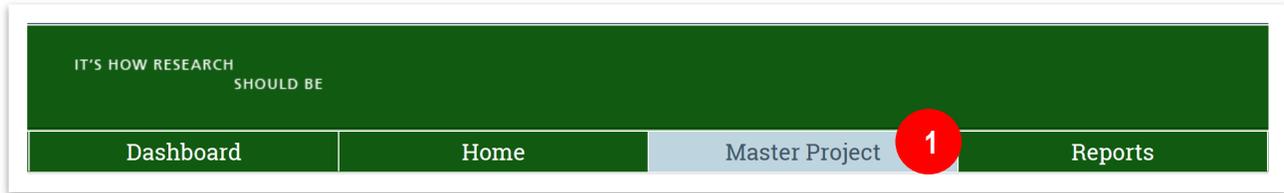


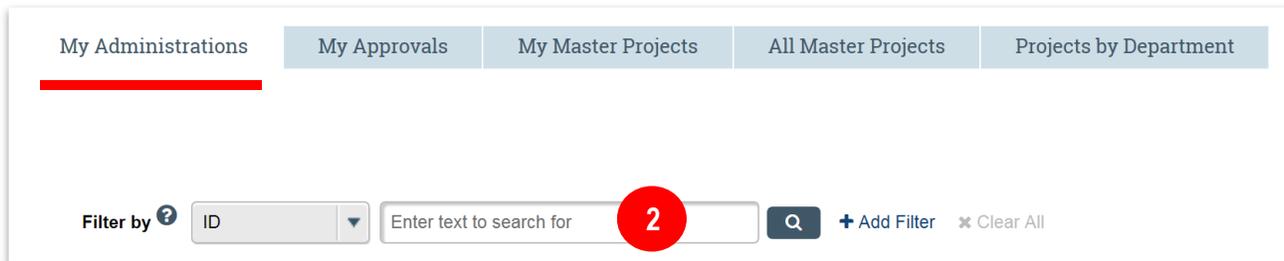
Protocol Specific COI (PSCOI) Disclosure Instructions

To create a PSCOI disclosure, login to [RUSH's Research Portal](#) and complete the following steps.

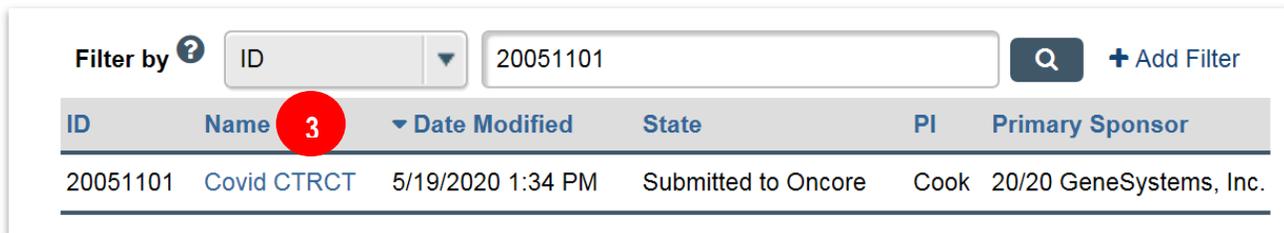
- 1) From the main portal page, click the **Master Project** tab (located at the top green menu bar).



- 2) From the My Administrations page, enter the **ORA number** in the text box shown below and press the **Enter key**. Be sure 'ID' is displayed in the **Filter by** dropdown menu.



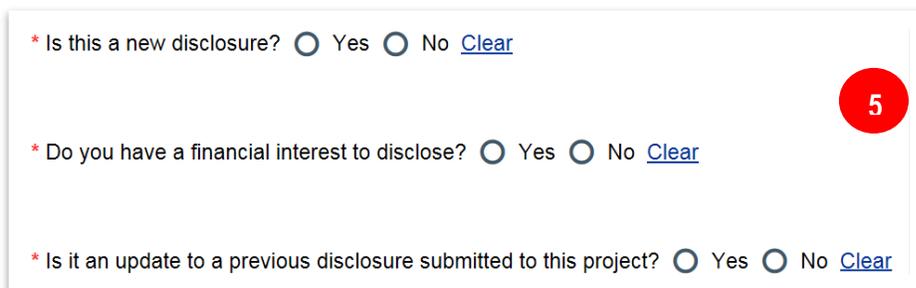
- 3) Click the **hyperlink of the ORA study name**. This will take you to the Master Project Summary Workspace page.



- 4) From the **Master Project Summary Workspace** page, **scroll down** until you reach the **Create** section (located on the left column of the page), and click the **Conflict of Interest** button.



- 5) From the Welcome page begin your disclosure. **Answer all three questions with a red asterisk (*)**. **Note:** A red asterisk (*) indicates a required field and must be answered before moving on to the next page. **After answering each question, click the Continue>>** button along the right. This will take you to the COI Role Study page.



* Is this a new disclosure? Yes No [Clear](#)

* Do you have a financial interest to disclose? Yes No [Clear](#)

* Is it an update to a previous disclosure submitted to this project? Yes No [Clear](#)

- 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.

* **Role 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 **7**

- 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 Travel:

8

Organization	Destination	Travel Date	Purpose of Trip
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- 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.

Sponsored Travel:

Organization	Destination	Travel Date	Purpose of Trip
<input type="button" value="Update"/> Abbott Laboratories	Las Vegas	1/1/2020	Describe the purpose of the trip in detail here

9

- 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.

Explanation goes inside the text box

10

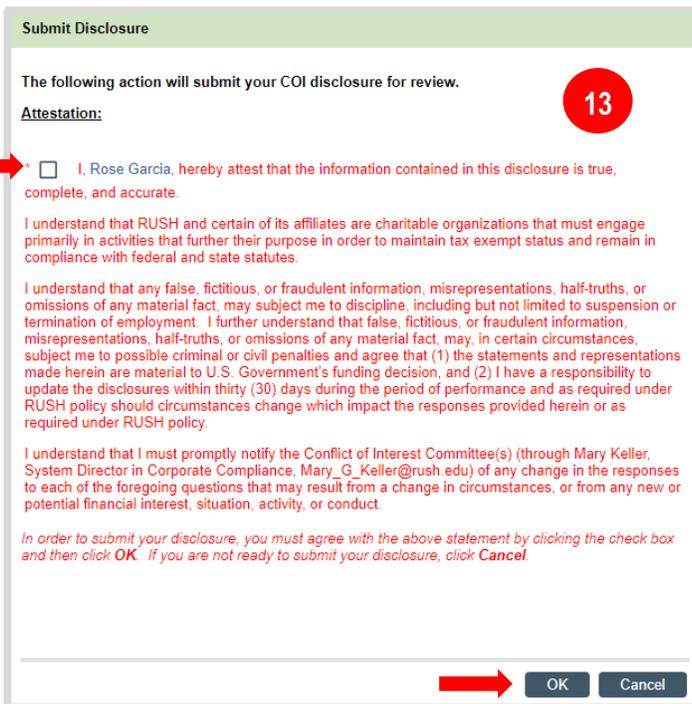
11) When you reached the **COI Financial Submission** page, **review the instructions** and **click the Continue** button (upper right corner). You will be taken back to your COI disclosure page where you can submit your disclosure.



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.



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**



NOTE: On the attestation page for **federally funded researchers**, you are required to provide the date of your last FCOI training.