New “Event” reporting of external commitments and financial interests in eCOI- Navigating eCOI

This guidance document is developed specifically for PHS Funded Reporters

Contents:
1. What is “event” reporting and who does it apply to?
2. Navigating your new Homepage in eCOI (PHS Funded reporters)
3. Completing and submitting an event report (Note: Qualtrics is no longer available for this purpose)

1. What is “event” reporting and who does it apply to?

Cornell Policy 1.7 on Financial Conflict of Interest Related to Research requires that Cornell research personnel submit an “event” report to update their disclosure of external commitments and financial interests related to Cornell duties, in the following cases:

For ALL Cornell research personnel:

Material Change in Circumstances: Within 30 days of any material changes to their external financial interests related to their Cornell responsibilities. This includes any new financial interest not previously recorded; a change in the amount of compensation received if it affects the threshold for Significant financial interest as defined in the Cornell policy; new management role or employment with an external entity, new or changed equity interest, etc.

For Key Personnel Funded Under PHS Awards or Cooperative Agreements Issued On or After August 24, 2012:

A. PHS Award Specific Disclosure: All key personnel must update their disclosure to indicate if they have any PHS award-specific financial interests that could impact the design, conduct, or reporting of the PHS funded research before a PHS award can be accepted. The OSP will not accept any PHS awards for which the award specific disclosure and all related actions have not been completed for all key personnel on the award.

B. Sponsored or Reimbursed Travel: A report within 30 days of the completion of travel, any reimbursed or paid travel that is related to Cornell responsibilities. This excludes any travel that is reimbursed or paid for by Cornell University, a US federal, state, or local government agency, a U.S., non-profit institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education. The details of the disclosure will include at a minimum, the purpose of the trip, the identity of the sponsor/organizer, the destination, and the duration.

More details on these and other COI requirements are available on the COI website at http://www.oria.cornell.edu/COI/.
2. Changes to the Reporter Homepage in eCOI

I. Log in to the eCOI reporting system at https://coiprod.hosting.cornell.edu, or from the COI website at http://www.oria.cornell.edu/COI/, and enter your netID and password.

II. You will be on your COI Homepage, called “Research Activities and External Interests Homepage”. Below is a tour of your new Homepage.

Research Activities and External Interests Homepage

Latest Report

<table>
<thead>
<tr>
<th>Report No.</th>
<th>Event</th>
<th>Submitted Date</th>
<th>Disclosable Interest Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-001</td>
<td>Event</td>
<td>1/9/2013</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Your COI training status from CITI

Entity in which you have disclosed an external interest

Active and Inactive entities are shown

Default view is 3 rows. Click on the arrow to see more.

Reported External Financial Interests

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>Active</td>
</tr>
<tr>
<td>Test</td>
<td>Inactive</td>
</tr>
<tr>
<td>Test</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

Reported Awards

<table>
<thead>
<tr>
<th>AWARD TITLE</th>
<th>AWARD (OSP) NUMBER</th>
<th>PRINCIPAL INVESTIGATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Title</td>
<td>83475</td>
<td>Pat MacRae</td>
</tr>
<tr>
<td>Award Title</td>
<td>98760</td>
<td>John Smith</td>
</tr>
<tr>
<td>Award Title</td>
<td>12345</td>
<td>Bridget MacRae</td>
</tr>
</tbody>
</table>

Reported Travel

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>SPONSOR</th>
<th>DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Travel</td>
<td>Elan</td>
<td>Russia</td>
</tr>
<tr>
<td>Conference</td>
<td>Microsoft</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Ravenswood Winery</td>
<td>Sonoma Valley</td>
</tr>
</tbody>
</table>

Click here to update your report to disclose an “event” such as Travel, Award specific report or a material change in external interests.
3. **Completing and submitting an event report**

*NOTE: Qualtrics is no longer available to submit travel and award specific reports. All previously reported data in Qualtrics is available for viewing, on your eCOI Homepage.*

I. Click on the “Start or Update Report” button on the lower left-hand side of your Homepage.

II. A pop-up Confirmation window will appear to ensure that this is the action that you intended to take. Click “Continue” to proceed to your event-based report or cancel if you are not ready to submit a report.

III. You will be redirected to the **Summary** page. From here you can:
- Add a new PHS award
- Add a new report of sponsored or reimbursed travel
- Add a new entity with which you have a financial relationship or modify an existing relationship.

The **Summary** page:
IV. When you click the button to add a new award specific report, a new Travel report or a new external entity in which you have a financial interest or external commitment, an information screen will appear. Complete all the fields required and click “Save”.

V. At the bottom of the Summary Page, one or two questions will appear depending on your current disclosure. Answer the questions and click “Continue”.

4. Continue to Next Section

Is there a relationship between the travel or award that you are reporting, and the external entity/ies that you have reported?

◎ Yes ◎ No  When should I say yes?

Are there any changes to your/your family’s external financial relationships that you need to report?

◎ Yes ◎ No  When should I say yes?

Continue
VI. If you respond with a “No” to both these questions, you will be taken to the Certify and Submit page where you can submit your report by clicking on “Submit Report” at the bottom of the page.

Part III - Certify and Submit

Review your COI report:
1. ViewPrint a PDF copy of your report
2. Click on the “Screening” or “Entity List” tabs above to edit your report if needed

By submitting this form, I, Anita Varma, certify that:

- This is a complete and accurate report of my and my family's external commitments and financial interests in entities that are related to my Cornell duties.
- I have read and I understand the Financial Conflict of Interest Related to Research policy, the Cornell University Conflicts Policy and the procedures set forth by Cornell University as they apply to me. I agree to comply with the policies and procedures of Cornell University related to financial conflicts of interest and conflicts of commitment reporting.
- I am the person named above submitting the report.

VII. If you respond with a “Yes” to the following question

4. Continue to Next Section

**Is there a relationship between the travel or award that you are reporting, and the external entity/ies that you have reported?**

- Yes  
- No  

*When should I say yes?*

and “No” to the other question on this page, and if you have not added any external entities in this report, you will be directed to a “Manage External Relationships...” page where you can briefly describe the relationship between the event reported and the external entity/ies.

Manage External Relationships & Reportable Events

On this screen is a list of your reported travel and awards. Click on the icon to review the entry reported and check the applicable box. You must provide this information before proceeding to the next page.

Need to add another Entity, Award or Reimbursed Travel? [Click Here]
VIII. If you respond with a “Yes” to the following question, OR if you have added any external entities in this report,

Are there any changes to your/your family’s external financial relationships that you need to report?

Yes  No  When should I say yes?

you will see the following Confirmation screen after you click “Continue”

IX. When you click “Continue” you will be able to review your current responses to the Screening questions, and update any information on the entities that you have already reported, as well as add any new entities with which you have a reportable interest or commitment.

Event-based Report

In the next few pages, we will ask you to review and update the answers to your current report. If you need assistance or have questions about the e-COI system, please contact us via email at coi@cornell.edu or call (607) 254-8878 or (607) 255-2214.

For resources and guidance on policy and procedures, please visit the Conflicts of Interest website at http://www.oria.cornell.edu/coi

X. After you have completed the information on the disclosure form, click on “Submit Report” on the “Certify and Submit” page.

XI. You will receive an email confirming that your report has been submitted. You will also be able to see the updated information on your eCOI Homepage and in your PDF report.