

COI Step 1: Creating COI Disclosures in IRBNet

Instructions for PIs and Co-Investigators

<https://gov.irbnet.org/release/index.html>

Information needed for your COI Disclosure

- Sponsor of study (if any)
- Funding source (if any)
- Is this a Cooperative Studies Program (CSP) study? (yes/no)

To create a new COI, select “My COI”

Welcome to IRBNet

Submission Manager

Agendas and Minutes

My Projects

Create New Project

My COI

My Reminders (5643)

Other Tools

Track Training (9)

Forms and Templates

Library Manager

Submission Manager

Submissions for: VANEOHS Research Administration

The following submissions are available for your review. Click on the project title to view more information about the submission and to access submitted documents.

Search All: Search All

Agenda: Unassigned Search:

Only show submissions awaiting Board Action.

Only show submissions not marked Review Completed.

Search By Tag:

Search Clear

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Create and Manage Tags Collapse by Project (19) Board Action View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
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You will be brought to the COI workspace

Welcome to IRBNet My COI

Use your "My COI" workspace to create, track and manage your COI Disclosures. You can also access COI Disclosures that have been shared with you by other users. | [Learn More](#) |

[▶ Create an Initial, Interim, or Annual Disclosure](#)

Search: Include Disclosures shared with me by other users.
 Only show Disclosures where my action is required.

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	Doc ID	Document Type	Project	Purpose	Last Modified	Status	Next Due
<i>There are no COI Disclosures to display.</i>							

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Any COI Disclosures you have completed or partially completed should be listed in this workspace

Select "Create an Initial, Interim, or Annual Disclosure"

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Select the drop-down menu under “Select a Project”

Welcome to IRBNet Create a Disclosure

Disclosure Owner:

Step 1: Select a project.

Don't see your project in the list? If you are the project owner you can [create your project now](#). Otherwise, you should contact the project owner and ask them to share the project with you so that it will appear in your list.

Step 2: Select a COI Form.

Step 3: What is the purpose of this disclosure?

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Select the project (i.e., study) for which you want to create a COI

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Disclosure Owner:

Step 1: Select a project.

[1673583] Fake study
[1661017] Standard 2
[1601944] Standardized Project
[1595272] SPECT Biomarkers as Probes of Lung...
[1595230] Evaluation of multidisciplinary ca...
[1595213] Endothelial Cell Mitochondrial DNA...
[1595202] LPS and Hyperoxia Induced Changes ...

project owner you can **create your**
e project owner and ask them to
in your list.

Step 2:

Step 3: What is the purpose of this disclosure?

Continue Cancel

Select “VA – OGE Form”

Welcome to IRBNet Create a Disclosure

Disclosure Owner:

Step 1: Select a project.

[1601944] Standardized Project

Don't see your project in the list? If you are the project owner you can [create your project now](#). Otherwise, you should contact the project owner and ask them to share the project with you so that it will appear in your list.

Step 2: Select a COI Form.

Step 3: VA - OGE Form 450 Alternate VA Disclosure?

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Select the appropriate Disclosure

Welcome to IRBNet Create a Disclosure

Disclosure Owner:

Step 1: Select a project.

[1601944] Standardized Project

Don't see your project in the list? If you are the project owner you can **create your project now**. Otherwise, you should contact the project owner and ask them to share the project with you so that it will appear in your list.

Step 2: Select a COI Form.

VA - OGE Form 450 Alternate VA

Step 3: What is the purpose of this disclosure?

Annual Disclosure
Initial Disclosure
Interim Disclosure

Continue Cancel

- **Annual Disclosure** - Submitted at time of continuing review/status report
- **Initial Disclosure** - Submitted at time of new study submission

Select Continue

Welcome to IRBNet

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Disclosure Owner:

Step 1: Select a project.

[1601944] Standardized Project

Don't see your project in the list? If you are the project owner you can **create your project now**. Otherwise, you should contact the project owner and ask them to share the project with you so that it will appear in your list.

Step 2: Select a COI Form.

VA - OGE Form 450 Alternate VA

Step 3: What is the purpose of this disclosure?

Initial Disclosure

Continue

Cancel

You will be brought to the OGE Form Wizard , i.e., COI Disclosure Form

Welcome to IRBNet

IRBNet Document Wizard

VA - OGE Form 450 Alternate VA - [1661017-1] Standard 2

Jump To:

Instructions

Complete this Statement to the best of your knowledge. Answering any question in the affirmative does not itself prevent you from conducting VA research or receiving VA funding. You will, however, need to provide additional information so that a determination can be made of how to best manage any conflict of interest that may be identified.

Important Definitions:

AFFECT THE FINANCIAL INTEREST - Means the possibility to impact, either positively or negatively, the value or amount of financial interest to any degree whatsoever.

CLOSE RELATIVE - An individual who is related as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

DEPENDENT CHILD - A son, daughter, stepson, or stepdaughter and who either is (i) unmarried, under age 21, and living in your house, or (ii) considered dependent under the U.S. tax code.

ENTITY - Any person, for-profit or non-profit organization, institution (including a university), corporation, partnership, or governmental agency (other than a Federal agency).

OUTSIDE EMPLOYER - An entity with which you serve as officer, director, trustee, general partner, or employee.

If you ever need to save and come back later, select “Save & Exit”

Saving answers in OGE Form Wizard

Sponsor of Study *

Flubber Inc

Funding Source *

Cooperative Studies Program Study? *

Is this a Cooperative Studies Program study?

Yes
 No

University Affiliate Appointment Information *

I do not have an appointment with the university affiliate
 I have a salaried appointment with the university affiliate
 I have a non-salaried appointment with the university affiliate

Save and Exit Preview (* required) Previous **Next**

If any questions are not answered on a page in the Wizard, you will not be able to “Save and Exit” or go to “Next” section without losing **all** data on the page

Questions about the OGE Form Wizard

If you are unsure what a question is asking, contact:

- Research Service AO, Holly.Henry@va.gov

If you are having difficulty with IRBNet or the wizard, contact:

- VHACLEVAIRRS@va.gov

If **any** question is left unanswered in the OGE Form Wizard, the form will be incomplete and **cannot be submitted**

Once the OGE Form Wizard is completed, it will be listed in the “My COI” workspace

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 Doc ID ▼	Document Type	Project	Purpose	Last Modified	Status	Next Due	
9622.1	VA - OGE Form 450 Alternate VA	[1601944] Standardized Project	▼ Initial Disclosure	10/03/2022 10:44 AM	Disclosed: 1 / 0 (Not Submitted)		    View Summary

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If the OGE Form Wizard is incomplete, the submission will be marked **(incomplete)**

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Doc ID	Document Type	Project	Purpose	Last Modified	Status	Next Due	
9618.1	VA - OGE Form 450 Alternate VA (incomplete)	[1601944] Standardized Project	Initial Disclosure	10/03/2022 10:29 AM	Disclosed: 0 (Not Submitted)		View Summary

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Incomplete OGE Form Wizards **cannot** be submitted

You can finish incomplete forms by selecting the pencil icon and answering questions

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If you are not the PI or study coordinator, contact the PI or the study coordinator to let them know that your COI Disclosure is ready for submission. You are now done with the COI Disclosure.