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"

You will be brought to the COI workspace

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

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

Select the drop-down menu under "Select a Project"

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

Select "VA – OGE Form"

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

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: sclosure?

Continue   Cancel

Select the appropriate Disclosure

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

Select Continue

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

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

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

Incomplete OGE Form Wizards **cannot** be submitted

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

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.