

COI Step 2: Submitting Completed COI Disclosures in IRBNet

Instructions for study coordinators or PIs

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

COI Disclosures must be submitted for **all** investigators on a project

The term “Investigator” includes:

- *Principal Investigator (PI)*
- *Co-investigator*
- *Local Site Investigator (LSI)*
- *Study Chair*
- *Site PI*
- *Co-PI*
- *Investigator*
- *Sub-investigator*

Check your study’s “Appendix A - Staff Log” (human studies) or “Appendix H - Personnel Log” (bench/animal studies) to see which study members are investigators.

COI Disclosures not needed for

- Study coordinator
- Research assistant
- Other personnel
- Technician
- Consultant

COI Disclosures from all investigators must be submitted for a project together in one package

- Someone on the project with “Full” access will need to create a package and link all COI Disclosure forms to it. **It is suggested the PI or study coordinator take on this responsibility.**
- This package should not have any documents in it besides the linked COI forms. E.g., Continuing review documents should be in a separate package.
- IRBNet only lets users create one work-in-progress (unsubmitted draft) package at once. If you are working on a different package and need a second package created for COIs, contact VHACLEVAIRRS@va.gov

Create a new package

Welcome to IRBNet
Edgar Researcher

Help

- My Projects
- Create New Project
- My COI
- My Reminders (187)

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Create a New Package**
- Messages & Alerts (7)

Project Overview

[70941-5] Standard Edgar Project

You have Full access to this project. [\(Edit\)](#)

Research Institution	VA Northeast Ohio Healthcare System, Cleveland, OH
Title	Standard Edgar Project
Principal Investigator	Researcher, Edgar

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 10/03/2022

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
VANEOHS Research Administration, Cleveland, OH		Pending Review	

Package 70941-5 is: Locked Package 5 of 5 | [Jump](#)

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
VANEOHS Research Administration, Cleveland, OH	12/27/2021	Adverse Event (non-UP)	Pending Review	Review Details

Select “Link/Un-link COI Disclosures”

The screenshot displays the IRBNet Designer interface. On the left is a navigation sidebar with the following sections:

- Welcome to IRBNet Edgar Researcher**
 - Help
 - My Projects
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 - My COI
 - My Reminders (187)
- Project Administration**
 - Project Overview
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 - Submit this Package
 - Delete this Package
 - Send Project Mail
 - Reviews
 - Project History
- Other Tools**
 - Messages & Alerts (7)
 - Forms and Templates

The main content area is titled **Designer** and shows the following information:

- Project: [70941] Standard Edgar Project
- Package: 70941-6 Work in progress (Not submitted)
- A text box with a yellow icon and the text: *Click to add a package description or notes.*
- Text: Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Need Forms? Show Form Libraries](#) |
- Section: **Documents in this Package:**
 - There are no documents in this package.
- Text: There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |
- Text: There are no COI Disclosures linked to this package. | **[Link / Un-Link COI Disclosures](#)** |

At the bottom, there are two buttons: **Start a Wizard** and **Attach New Document** (When should I do this?).

All COI Disclosures that have been completed (or started) will appear

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[Reviews](#)

Link COI Disclosures

[70941-6] Standard Edgar Project

IRBNet allows you to link your project team's COI Disclosures to your package so that they can be easily accessed and tracked by the boards that review your package.

[Show All Versions](#)

Link	Doc ID	Disclosure Owner	Document Type	Purpose	Last Modified	Status	Next Due	
<input type="checkbox"/>	1723.1	Researcher, Edgar	VA - OGE Form 450 Alternate VA	Annual Disclosure	10/03/2022 03:41 PM	Disclosed: 0 (Not Submitted)		 
<input type="checkbox"/>	1725.1	Researcher, Sarah	VA - OGE Form 450 Alternate VA (incomplete)	Annual Disclosure	10/03/2022 03:45 PM	Disclosed: 0 (Not Submitted)		 

Note that **incomplete** COI Disclosures are also displayed

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Project Administration





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<input type="checkbox"/>	1725.1	Researcher, Sarah	VA - OGE Form 450 Alternate VA (incomplete)	Annual Disclosure	10/03/2022 03:45 PM	Disclosed: 0 (Not Submitted)		 

If COI Disclosures are missing or incomplete, please contact the investigator to complete them

If all COI Disclosures have been completed, check the boxes next to them





Welcome to IRBNet
Edgar Researcher

Link COI Disclosures

[70941-7] Standard Edgar Project

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[Show All Versions](#)

Link	Doc ID	Disclosure Owner	Document Type	Purpose	Last Modified	Status	Next Due	
<input checked="" type="checkbox"/>	1723.1	Researcher, Edgar	VA - OGE Form 450 Alternate VA	Annual Disclosure	10/03/2022 03:41 PM	Disclosed: 0 (Not Submitted)		 
<input checked="" type="checkbox"/>	1726.1	Researcher, Sarah	VA - OGE Form 450 Alternate VA	Annual Disclosure	10/03/2022 03:58 PM	Disclosed: 0 (Not Submitted)		 

All COI Disclosures you can view are created specifically for the project you are in, so select the checkboxes in the Link column for **all** the COI Disclosures.

Then select “Save”

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Link COI Disclosures

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<input checked="" type="checkbox"/>	1726.1	Researcher, Sarah	VA - OGE Form 450 Alternate VA	Annual Disclosure	10/03/2022 03:58 PM	Disclosed: 0 (Not Submitted)		 

The COI Disclosures will be linked to the package

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Other Tools

Forms and Templates

Designer

[70941] Standard Edgar Project

Package: ▼ 70941-7 Work in progress (Not submitted)

 [Click to add a package description or notes.](#)

[Need Forms? Show Form Libraries](#) |

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

There are **2 COI Disclosure records** linked to this package. | [View All Links](#) | [Link / Un-Link COI Disclosures](#) |

[Start a Wizard](#) **OR** [Attach New Document](#) (When should I do this?)

Selecting the “X COI Disclosure records” will display the COI Disclosures linked

The screenshot shows the IRBNet Designer interface. On the left is a navigation sidebar with sections: 'Welcome to IRBNet Edgar Researcher', 'Help', 'My Projects' (with sub-items: 'Create New Project', 'My COI'), 'My Reminders (187)', 'Project Administration' (with sub-items: 'Project Overview', 'Designer', 'Share this Project', 'Sign this Package', 'Submit this Package', 'Delete this Package', 'Send Project Mail', 'Reviews', 'Project History'), 'Messages & Alerts (7)', and 'Other Tools' (with sub-item: 'Forms and Templates'). The main content area is titled 'Designer' and shows a project '[70941] Standard Edgar Project'. The package is '70941-7 Work in progress (Not submitted)'. Below the package name is a text box with a document icon and the text 'Click to add a package description or notes.'. A link '| Need Forms? Show Form Libraries |' is visible. The main text reads: 'Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more |'. Under 'Documents in this Package:', it says 'There are no documents in this package.'. At the bottom, it states: 'There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records |' and 'There are **2 COI Disclosure records** linked to this package. | View All Links | Link / Un-Link COI Disclosures |'. At the very bottom, there are two buttons: 'Start a Wizard' and 'Attach New Document', with 'OR' between them and '(When should I do this?)' to the right of the second button.

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Designer

[70941] Standard Edgar Project

Package: ▼ 70941-7 Work in progress (Not submitted)

Click to add a package description or notes.

| Need Forms? Show Form Libraries |

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more |

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records |

There are **2 COI Disclosure records** linked to this package. | View All Links | Link / Un-Link COI Disclosures |

Start a Wizard OR Attach New Document (When should I do this?)

Select “Submit this Package”

The screenshot displays the IRBNet Designer interface. On the left, a sidebar contains navigation options under 'Project Administration', with 'Submit this Package' highlighted by a red box. The main area shows a project titled '[70941] Standard Edgar Project' with a package status of '70941-7 Work in progress (Not submitted)'. A text box for adding a package description is present. Below, instructions for assembling the document package are provided, along with a section for documents in the package (currently empty). At the bottom, there are buttons for 'Start a Wizard' and 'Attach New Document', with the latter accompanied by a note '(When should I do this?)'. The top right corner of the main area is labeled 'Designer'.

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Other Tools

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Designer

[70941] Standard Edgar Project

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 [Click to add a package description or notes.](#)

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Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

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[Start a Wizard](#) **OR** [Attach New Document](#) (When should I do this?)

Select “VANEQHS Conflict of Interest, Cleveland, OH”

Welcome to IRBNet
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Submit Package

[70941-7] Standard Edgar Project

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Only show My Default Boards

- VANEQHS Research Administration, Cleveland, OH
- VANEQHS Conflict of Interest, Cleveland, OH**

Select a Board *

* required fields

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Select the “Submission Type” using the Drop-Down menu

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Edgar Researcher

Submit Package

[70941-7] Standard Edgar Project

The following users at **VANEOHS Conflict of Interest** will be automatically notified of your submission:
Administrator, Adam

Submission Type: *

You may also specify additional comments to be included in this notification.

Your Comments:

Submit Cancel

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Select “Disclosure”

Welcome to IRBNet
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Submit Package

[70941-7] Standard Edgar Project

The following users at **VANEOHS Conflict of Interest** will be automatically notified of your submission:
Administrator, Adam

Submission Type: *

You may also specify additional comments to Management Plan
Other
Response/Follow-Up

Your Comments:

Submit Cancel

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Select “Submit”

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Messages & Alerts (7)

Other Tools

Forms and Templates

Submit Package

[70941-7] Standard Edgar Project

The following users at **VANEOHS Conflict of Interest** will be automatically notified of your submission:
Administrator, Adam

Submission Type: * Disclosure

You may also specify additional comments to be included in this notification.

Your Comments:

The COI form has been submitted

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Submit Package

Submission Confirmation - [70941-7] Standard Edgar Project

This package has been successfully submitted for review.

Submitted by Edgar Researcher to Adam Administrator; at VANEOHS Conflict of Interest, Cleveland, OH on 10/03/2022.

These users will automatically receive notification of this submission.

Return to the [Project Overview](#).

In “Project Overview”, investigators with submitted COI Disclosures will have yellow or green triangles next to their name

Edgar Researcher

Project Overview

[70941-7] Standard Edgar Project

You have Full access to this project. [\(Edit\)](#)

Research Institution Clement J. Zablocki VA Medical Center, Milwaukee, WI

Title Standard Edgar Project

Principal Investigator Researcher, Edgar

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 10/03/2022

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Clement J. Zablocki VAMC Concierge, Milwaukee, WI		Pending Review	
Clement J. Zablocki VAMC Conflict of Interest, Milwaukee, WI			

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Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Clement J. Zablocki VAMC Conflict of Interest, Milwaukee, WI	10/03/2022	Disclosure	Acknowledged	10/16/2025 Review Details

Shared with the following users:

User	COI	Organization	Access Type
Researcher, Cassandra		Clement J. Zablocki VA Medical Center, Milwaukee, WI	Full
Researcher, Edgar		Clement J. Zablocki VA Medical Center, Milwaukee, WI	Full
Researcher, Sarah		Clement J. Zablocki VA Medical Center, Milwaukee, WI	Full

Yellow Triangles mean the COI is under review

Green Triangles mean the COI has been reviewed

Grey Triangles mean no COI has been submitted for the user