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

Select "Link/Un-link COI Disclosures"

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

Note that incomplete COI Disclosures are also displayed

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

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"

The COI Disclosures will be linked to the package

Selecting the "X COI Disclosure records" will display the COI Disclosures linked

Welcome to IRBNet
Edgar Researcher

Designer

❓ 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
🔔 Messages & Alerts (7)

Other Tools
Forms and Templates

[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"

Select "VANEOHS Conflict of Interest, Cleveland, OH"

Select the "Submission Type" using the Drop-Down menu

Select "Disclosure"

Select "Submit"

The COI form has been submitted

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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 |

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

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