Completing an electronic Conflict of Interest (eCOI) disclosure in eRS

If you have questions, please contact COI@slu.edu
977-7047: Libby Tempel, Manager
977-6242: Rita Skiba, Graduate Assistant
Login at https://ers.slu.edu

Use your SLU username (without “@slu.edu”) and password
To start the disclosure, click “Submit My Current eCOI”
If you have not yet completed the Financial Conflict of Interest (FCOI) training module, it will look like this:

For instructions for the CITI training, click here.

It may take up to 2 business days for your training information to be updated in eRS. If it has not updated, you can e-mail your completion certificate to COI@slu.edu

(Many people have already completed the FCOI training module. If so, see the next page.)
After completing the education module, you can return to eRS and complete eCOI disclosure.

SAINT LOUIS UNIVERSITY
Higher purpose. Greater good.

COI Disclosure Edit
Employee: Jane Doe

COI # | Version | Assign Date | COI Title | Employee Sign Date | Admin Review Date | Review Status | COI Status
--- | --- | --- | --- | --- | --- | --- | ---
000017 | Original | 03/22/2016 | 3/23/2016 | | | | |

PERSONAL INFORMATION

COI ENTRIES

[1] UNRESTRICTED FUNDING

The purpose of this section is to identify any relationship in which a member of the University community is receiving non-grant funds from a potential research sponsor to the University. For example, a potential research sponsor may give funds to a researcher’s departmental development account to support the researcher’s activities without any restrictions. The University is grateful for such gifts, but maintains a responsibility to avoid any appearance of favorable treatment to those benefactors. Remember that within the Conflict of Interest Disclosure Form, an employee must consider their spouse and dependent children to be one and the same with the employee.

[1] Have you received any unrestricted funds in the previous or current calendar year?
[ ] Yes   [ ] No

[2] BUSINESS RELATIONSHIPS (PART 1, PERSONAL COMPENSATION AND INTELLECTUAL PROPERTY RIGHTS)

The purpose of this question is to identify any relationship in which a member of the University community is involved in a financial relationship that appears to be related to his/her institutional responsibilities and/or sponsored activities.

In this section, please report the following: (1) personal compensation such as salary, consulting fees, honoraria or other payments from the organization if those payments exceed $5,000 per calendar year; and (2) intellectual property rights such as license fees, royalties, or milestone payments. Note that this does not include salary, royalties, or other remuneration from Saint Louis University or payments from government agencies for seminars, lectures, service on advisory committees or service on review panels.

Separately identify each applicable business relationship by selecting “New Entry” for each company or business relationship.
If you answer “Yes” to the financial interest questions, a “New Entry” button will appear.

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**[1] Have you received any unrestricted funds in the previous or current calendar year?**

- [ ] Yes
- [ ] No

[2] BUSINESS RELATIONSHIPS (PART 1, PERSONAL COMPENSATION AND INTELLECTUAL PROPERTY RIGHTS)

The purpose of this question is to identify any relationship in which a member of the University community is involved in a financial relationship that appears to be related to his/her institutional responsibilities and/or sponsored activities.

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Separately identify each applicable business relationship by selecting “New Entry” for each company or business relationship.

**[2] Have you, your spouse, or your dependent children received $5,000 or more in the past calendar year or expect to receive $5,000 or more in the current calendar year from an entity that appears to be related to your institutional responsibilities and/or sponsored activities?**

- [ ] Yes
- [ ] No

If you, your spouse, or your dependent children received $5,000 or more from an entity that appears to be related to your institutional responsibilities and/or sponsored activities, click “New Entry” at right.
When you click the “New Entry” button, a new page will load with specific questions.

2. Name of Company
   Name the individual or company with whom you have a business relationship.

2. Identify all applicable relationships for you, your spouse, or your dependent children.
   For example, if you are an equity owner and your child is a paid employee for a company, you will identify both relationships in this section by selecting option (1) Self (SLU Employee) and (2) Child.

2.3 Your Role
   Please describe your role in more detail. If you are on a speakers’ bureau or give talks for the company, please provide the names of the drugs, devices, or products.

2.4 Amount Received in previous calendar year (Enter the dollar amount or $0)
   Include the amount of money you received in US Dollars between January 1 and December 31 of the previous calendar year. You may gather this information from a federal form 1099, W-2, or 1040. You may also collect this information from a deposit slip, reimbursement form, or other type of paper receipt. If you received multiple payments from a single Research Sponsor, please add all payments into a Total Amount. You may round to the nearest $1,000.

2.5 Anticipated amount in current calendar year (Enter the dollar amount or $0)
   Include the amount of money you anticipate receiving in US Dollars between January 1 and December 31 of the current calendar year. This information may be a written or verbal agreement with the outside entity. This amount may be unknown and it is necessary to provide your best estimate. If you anticipate receiving multiple payments from a single Research Sponsor, please add all payments into a Total Amount: round to the nearest $1,000.

2.6 If this company sponsors any research or other sponsored activity in which you are involved, or if you are involved in any research with a drug/device/product from this company, PLEASE DESCRIBE details.
   (Please provide title of project(s), NIH (R01), Grant.Award numbers, fund numbers, or other identifiable information for all projects. If you do not know this information, please include the name and contact information of the Principal investigator.)
Please add eRS numbers or titles of related research, if applicable
Clicking “Save” will take you back to the main list of questions
If you need to make changes, scroll to the top of the entry and click “Edit Answer”
If you need to add another company, click “New Entry”

<table>
<thead>
<tr>
<th>2-3 Anticipated amount in current calendar year (Enter the dollar amount or ‘0’)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include the amount of money you anticipate receiving in US Dollars between January 1 and December 31 of the current calendar year. This information may be a written or verbal agreement with the outside entity. This amount may be unknown until it is received; please make your best estimate. If you anticipate receiving multiple payments from a single Research Sponsor, please add all payments into a Total Amount; round to the nearest $1,000.</td>
</tr>
<tr>
<td>$125</td>
</tr>
</tbody>
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<tr>
<th>2-7 If this company sponsors any research or sponsored activity in which you are involved, or if you are involved in any research with a drug/device/product from this company, PLEASE DESCRIBE details. (Please provide title of project(s), eRS ID(s), Grant/Award number(s), fund number(s) or other identifiable information for all projects. If you do not know this information, please include the name and contact information of the Principal Investigator.)</th>
</tr>
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<tbody>
<tr>
<td>This company sponsors eRS #12345</td>
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<tr>
<th>2-8 If you prescribe, use, or implant drugs or devices made by this entity, PLEASE DESCRIBE details. Briefly describe the drugs/devices you utilize and how frequently you use them.</th>
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<tbody>
<tr>
<td>I use device X, which is manufactured by this company.</td>
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<tr>
<th>2-9 If you have any students or trainees currently working on research related to this entity, PLEASE DESCRIBE the role(s) that each student plays in the research. Briefly describe the role(s) that each student plays in the research.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I don’t have any students working on projects related to the company.</td>
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<tr>
<th>2-10 Please provide any additional information that may be relevant to the review of this business relationship.</th>
</tr>
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<tbody>
<tr>
<td>n/a</td>
</tr>
</tbody>
</table>

If you, your spouse, or your dependent children received $5,000 or more from an entity that appears to be related to your institutional responsibilities and/or sponsored activities, click "New Entry" at right.
If you add a company by mistake, click “Delete This Answer” at the bottom of the screen.
Continue to complete the rest of the questions in the same way.

If you need to stop, you can press save at any time and return to finish the disclosure later.
You can add additional information in question 6, then press “Save and Review”
Scroll to the top of the page to review your complete disclosure. If you need to make any changes, press “COI Edit Page”
After reviewing your disclosure, click the checkbox next to “I have confirmed” and press “Submit”.
You will now see the submitted version of your COI disclosure.
From your eRS dashboard, you can also access your completed disclosure in the “Compliance” box.
You can view your submitted disclosure by clicking on the form name.
You can update your disclosure by clicking the checkbox next to “I want to make an amendment” then clicking the “Make Amendment to this COI Disclosure” box.
If your disclosure is currently under review, you can view your disclosure by clicking on the form name.

Changes are locked online until the review is complete. If you need to make changes and the form is not available, please contact COI@slu.edu or 977-7047 for assistance.
If you have questions, please contact COI@slu.edu

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