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**ACCESSING eCOI**

In order to access this online system, you will need a computer that has the ability to connect to the Internet. This system is intended for use with Mozilla Firefox. It works with the most commonly supported browsers, such as Safari, Chrome, and Internet Explorer 8. However, users have experienced functional problems when using Internet Explorer 9. We strongly recommend using Mozilla Firefox. You may download Mozilla Firefox through the following website:  [http://www.mozilla.org/en-US/firefox/fx/](http://www.mozilla.org/en-US/firefox/fx/)

**Instructions:**

- Open your internet web browser and type or copy/paste the following information into the address bar: [https://eCOI.research.gatech.edu](https://eCOI.research.gatech.edu)
- Log in to the system by using your Techworks ID and password.

A Georgia Tech Username and Password are required to log into the eCOI system.
Georgia Tech usernames and passwords are provided by the Georgia Tech OIT Department to faculty and staff when hired. This should be the same password you use to log into Techworks. If you do not know your username and password, please contact the OIT Helpdesk at 404-894-7173.
Once you have logged in, you should see the eCOI Welcome Page.

If this is your first time using the application, we highly recommend that you take the time to read this section.

Section Highlights:

- Application usage
- Who has access to this application
- What you will need to get started
- Who has access to your information
- How do I know when my report is complete?
- Required training

Instructions:

- Once you finish reading the welcome page, click on “eCOI Home” in the upper right corner of the page.

- Or

- You can scroll to the bottom of the page and click on “continue”
After selecting “eCOI Home” or “continue,” you will see your personalized eCOI home page.

Section Highlights:

- System notifications and reminders for reports that need to be completed
- **My Current External Activities**: Lists by company/entity of all your reported external activities and consulting agreements
- **My Current Investigator Financial Interest in Research Reports**: Lists by title all the research proposals where you are identified as a member of the research team where a potential COI was disclosed on the proposal routing form
- **My Management Plans**: Lists your active conflict of interest management plans *(if you do not have any managed COIs, this section will be blank)*
- **My Monitoring Reports**: Has reminders about when your next update on a managed conflict is due *(if you do not have any managed COIs, this section will be blank)*
- **My Annual Certification**: Provides reminders about when your next certification is due and when the last one was completed
REPORTING EXTERNAL ACTIVITIES

Section Highlights:
• Under Georgia Tech policies, all employees are required to seek and obtain approval from their Responsible Unit Official prior to engaging in any personal external relationships with industry or other entities.
• Adding a new External Activity

Instructions:
• From your eCOI Home page, locate the My Current External Activities section and click on “Add New”

My Current External Activities as of 06/11/2012 (Add New)

<table>
<thead>
<tr>
<th>Report ID</th>
<th>COI Status</th>
<th>Company / Entity</th>
<th>Anticipated Total Days of Service</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

• Before beginning an External Activity Report, an information page will appear regarding the External Activity Report form and what you will need to complete it.
• Click “Continue” to begin the External Activity Report.
REPORTING EXTERNAL ACTIVITIES

• To complete an External Activity Report, you are required to answer every question on the next several pages and, when prompted, type in your name to certify the report is accurate and complete.

1.0 External Activity Report

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1. Enter the name of the company/identity that is the subject of this report. In the box below, type the first letters of the company's name until the correct name appears. If the company/identity is not on the list, you may type in the full legal name of the company/identity.

- Is this a not-for-profit entity or a for-profit entity?
  - Not-for-profit
  - For-profit

2. Is this a startup/faculty/staff-owned company/identity?
  - Yes
  - No

3. Check all of the external service(s) or activity(ies) that you provide, or propose to provide, to this company/identity.

- Consulting
- Scientific/Medical Advisory Board
- Speaker
- Board of Directors/Officer/Manager
- Expert Witness/Legal Consulting
- Data Monitoring Committee/Board
- Confidentiality/Non-Disclosure Agreement
- Executive Education
- Other

4. Is this company/identity related in any way to current or proposed research in which you are involved?
  - Yes
  - No

5. Do you have an ownership interest in this company/identity, for example, stock options, etc.? Do not include mutual funds.
  - Yes
  - No

6. Are you an inventor of technology that is owned, licensed to, or is the subject of licensing negotiations with this company/identity?
  - Yes
  - No

7. Do you approve or participate in decisions to approve the purchase of products or services from this company/identity?
  - Yes
  - No

8. Have you or your lab, division, or department received a gift (e.g., funds, equipment, services, products, entertainment, meals, travel, etc.) from this company/identity in the previous 12 months, or do you anticipate receipt of a gift from this company/identity in the next 12 months?
  - Yes
  - No
INITIATING A PROPOSAL FINANCIAL INTEREST IN RESEARCH REPORT

Section Highlights:
- This form identifies the Investigators (individuals responsible for the design, conduct, or reporting of research) on a research project who must complete the Investigator Financial Interest in Research Report.

Instructions:
- From your eCOI Home page, add a new Proposal by clicking on “Add a New Proposal,” located in the right navigation menu midway down the page
INITIATING A PROPOSAL FINANCIAL INTEREST IN RESEARCH REPORT

Instructions:

- Before beginning the Proposal Financial Interest in Research Report, a page will appear with information regarding the form and why you will need to complete it.
- Click “Continue” to begin the External Activity Report.

Why Must I Submit This Report?

The Proposal Financial Interest in Research Report is the first step in the process for initiating an Investigator Financial Interest in Research Report and assisting with the reporting of any Significant Financial Interests related to specific research projects. The research proposal’s Research Administrator and Lead Principal Investigator are the only individuals authorized to submit a Proposal Financial Interest in Research Report.

- Be prepared to enter information about the research proposal’s primary investigators and any research team members who are responsible for the design, conduct, or reporting of the research.
- Any person whose biographical sketch is included in the proposal and any person whose name appears in the budget is considered a research team member.
- Be prepared to enter information about the sponsor of the research proposal.
- Be prepared to enter the Georgia Tech Institutional Review Board protocol identification number(s) (IRB#), if applicable.
- Be prepared to enter the Georgia Tech PeopleSoft (P/S) Sponsored Program number(s) (OSP#), if applicable.
- Be prepared to enter the Georgia Tech Institutional Animal Care and Use Committee identification number(s) (IACUC#), if applicable.

What Happens After I Submit This Form?

Upon completion of the Proposal Financial Interest in Research Report:

- Each Georgia Tech research team member will be sent an email instructing them to complete their Investigator Financial Interest in Research Report.
- The Research Administrator and the Lead Principal Investigator can check the submission status of each team member’s Investigator Financial Interest in Research Report by clicking on “Manage my proposals” link on the right-hand menu on the eCOI Home page.
- Funds may not be released until Georgia Tech has all Investigator Financial Interest in Research Reports associated with a proposal on file and any conflicts have been managed, reduced, or eliminated.

SAVE        SAVE & CLOSE        CANCEL        CONTINUE

- Click on Save if you are unable to complete this report in one session.
- Click on Cancel if you do not want to save this report.
- Click on Continue to advance to the next section of the form if no actions are necessary.
Instructions:

- Answer all of the questions. Each research team member you add under question #10 will receive an email notification to complete an Investigator Financial Interest in Research Report.
COMPLETING AN INVESTIGATOR FINANCIAL INTEREST IN RESEARCH REPORT

Section Highlights:
- The purpose of this form is to report Financial Interests related to research. Investigators who have financial interests related to a proposal must complete this form prior to submitting a grant or contract to the Office of Sponsored Programs.

Instructions:
- From your eCOI Home page, locate My Current Investigator Financial Interest in Research Reports section, and click on “complete” in the action column located on the right side of the table.
- OR
  - You may click on the “click here to complete” section located within the notifications section at the top of your eCOI Home page.

Notifications
- The Investigator Financial Interest in Research Report for Design the eCOI Guide is pending completion. Click here to complete.
- Your new Annual Certification is due 5/17/2012. Click here to complete.
• After clicking on “Complete,” you be directed to an instructions page. Click “Continue” at the bottom of the page to get to your Investigator Financial Interest in Research Report
At the top of the Investigator Financial Interest in Research Report, you will see all of the external activities that you previously reported. This is only for your reference as you are completing the form. If you have no external activities, none will be listed.

Answer each question and certify the form to complete your Investigator Financial Interest in Research Report.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you received, or will you, your spouse, domestic partner, or minor dependents receive, <strong>compensation</strong> from a company/entity, including salary, consulting fees, or honoraria related to this research? (Do not include salary, grant support, and other payments for services from Georgia Tech.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. Have you received, or will you, your spouse, domestic partner, or minor dependents receive, <strong>royalty</strong> or licensing payments from a company/entity related to this research?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. Do you have, or will you, your spouse, domestic partner, or minor dependents have, any intellectual property rights or royalties from such rights whose value may be affected by the outcome of this research, including royalties under any royalty-sharing agreements involving the Institute?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. Have you received, or will you, your spouse, domestic partner, or minor dependents receive, <strong>benefits</strong>, including reimbursed or sponsored travel, from a company/entity related to this research?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. Do you have, or will you, your spouse, domestic partner, or minor dependents have, equity or ownership interest (including stock options) in a public or private company/entity related to this research?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Are you, or will you, your spouse, domestic partner, or minor dependents be, a director, officer, partner, trustee, employee, or in any other type of management position with a company/entity related to this research?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you, or your spouse, domestic partner, or minor dependents received in the past 12 months, or do you anticipate receiving in the next 12 months, any combination of remuneration, fees, royalties, or honoraria that exceeds $5,000 when aggregated, from a company/entity whose products or services are used or studied in this research or who are developing products or services that this research is intended to study or evaluate?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. Have you, or will you, your spouse, domestic partner, or minor dependents receive any <strong>compensation</strong> whose value could be affected by the outcome of this research (excluding compensation paid from the research grant)?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

By submitting this form, I (enter name here), certify that:

- The above information is submitted by me, not a proxy or surrogate, and is true and complete to the best of my knowledge and understanding.
- I am the person named at the top of the page.
- I have completed the [eTraining] related to Financial Conflict of Interest within the last four years.
- In submitting this form I affirm that the above information is true to the best of my knowledge and I certify that I have read and understood the Conflict of Interest and Outside Professional Activity Policy as set forth in the [Georgia Institute of Technology Faculty Handbook], that I have made all required disclosures, and that I will comply with any conditions or restrictions imposed by the Institute to manage, reduce or eliminate conflicts of interest.
COMPLETING AN ANNUAL CERTIFICATION

Section Highlights:
• Completing an Annual Certification report

Instructions:
• From your eCOI Home page, complete your Annual Certification by clicking on “Complete a New Annual Certification,” located in the right navigation menu near the bottom of the page.
COMPLETING AN ANNUAL CERTIFICATION

• To complete the Annual Certification, review each section, update as necessary, and answer every question.
• When completed, you will see a summary of your answers.
• At the end of the section, when prompted, type in your name to certify the report is accurate and complete.

By submitting this form, I [enter name here], certify (please check each box to confirm your affirmative response to each statement):

☐ The above information is submitted by me, not a proxy or surrogate, and my electronic signature above certifies that
☐ The above information is true to the best of my knowledge.
☐ I understand that I have an obligation to inform the COI Management Office and/or GTRI's Ethics and Compliance Office in writing if my answers to any of the above questions change during the year.
☐ I agree to comply with Georgia Tech policies and procedures related to Conflict of Interest and annual certification requirements.

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NEED ADDITIONAL HELP?

Contact Information

Georgia Tech Conflict of Interest Management Office:
505 10th St NW
Atlanta, GA 30332
Phone: (404) 894-4819
Fax: (404) 385-2078
Email: COI@gatech.edu
Website: http://www.industry.gatech.edu/innovators-entrepreneurs/conflict-of-interest

GTRI Ethics and Compliance Office:
250 14th St NW
Atlanta, GA 30332
Phone: (404) 407-6972
Fax: (404) 385-2078
Email: Terry.Bridges@gtri.gatech.edu
Website: https://webwise.gtri.gatech.edu/ecp