
Instructions

What is the purpose of this form?

With the goal of promoting objectivity in research, revised Public Health Service (PHS) conflict of interest regulations (42 CFR Part 50 and 42 CFR Part 94) went into effect in August 2012. These regulations require all investigators of PHS-funded research to complete conflict of interest training and disclose significant financial interests to their institution.

Who should use this form?

This form should be used by individuals who:

- Have been identified as investigators on PHS-funded research by a principal investigator affiliated with UNL; and
- Are not affiliated with UNL; and
- Are not affiliated with an institution that maintains a conflict of interest policy compliant with the PHS regulation.

PHS defines investigators as ‘the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS, or proposed for such funding, which may include, for example, collaborators or consultants.’

If you are affiliated with UNL, complete an Interest and Outside Activity Reporting Form on NUgrant at <http://nugrant.unl.edu>.

What happens after the form is completed?

Submit your Collaborator Interest Reporting Form to UNL Research Compliance Services. You may email your completed form to Maria Funk, Conflict of Interest Coordinator, at mfunk2@unl.edu. Or you may mail your form to:

UNL Research Compliance Services
312 N. 14th St., Suite 209
Lincoln, NE 68588-0408

Your form will be reviewed by Research Compliance Services. When revisions are requested, or when your form has been approved, you will receive an email notification.

A list of definitions is included on page 5. If you have questions, please contact Maria Funk at mfunk2@unl.edu or (402) 472-1837. Thank you in advance for completing this process. We look forward to working with you!

Investigator

Name:

Institution:

Address:

Phone:

Email:

Financial Interests

Do you or an immediate family member have a financial interest (such as equity or ownership) in an outside entity that appears to be related to your institutional responsibilities?

Yes

No

If yes, furnish information on an addition page to include name of entity, principal business, publicly traded or privately held, relationship to entity and value of any equity interest.

Remuneration from Outside Entities

In the past 12 months have you or an immediate family member received remuneration or payment from an outside entity that appears to be related to your institutional responsibilities?

Yes

No

If yes, furnish information on an addition page to include name of entity, principal business, whether publicly traded or privately held, type of remuneration and amount.

PHS Travel Disclosure

Investigators receiving PHS funding must disclose any reimbursed or sponsored travel that is related to their institutional responsibilities.

Do you have travel to report?

Yes

No

If yes, please complete page 4.

PHS Conflict of Interest Training

Investigators receiving PHS funding must complete training on PHS conflict of interest regulations once every four years. Training must be complete and documented within the NUgrant system before any funds can be released. You may complete the training at <http://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm>.

Upon completing the training, you may print or save an electronic copy of your training certificate for your records. To ensure that you are able to save and print your completion certificate at the end of the training, please use Internet Explorer 9.

Please submit your training completion certificate with this form.

Attestation

I hereby certify that the information contained within this form is complete and true to the best of my knowledge. In addition, I understand and agree to comply with the UNL Conflict of Interest in Research Policy and the Public Health Service conflict of interest regulations (42 CFR Part 50: *Promoting Objectivity in Research* and 42 CFR Part 94: *Responsible Prospective Contractors*).

Signature _____ Date _____

Print Name _____

For administrative use

Approval Date:

Travel Disclosure Form

Travel disclosures must be made no later than 30 days after the travel occurs. If you currently know of any sponsored or reimbursed travel in the upcoming 12 months, we encourage you to include it with your annual disclosure here.

The travel disclosure requirements do not apply to:

- Travel funded by:
 - A federal, state, or local government agency
 - US institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with a US institution of higher learning
- Travel that is included in a grant/project proposal that is administered by UNL's Office of Sponsored Programs

Sponsored or reimbursed travel that does not meet these exceptions must be disclosed to UNL in order to assess whether such travel constitutes a conflict of interest with PHS-funded research. This includes travel to visit an outside entity, to provide consulting services, to attend professional/societal meetings, travel sponsored by a foreign entity (that is not included in a grant proposal), etc.

Disclosure 1

1. Trip sponsored or organized by:
2. Purpose of the trip (i.e. consulting, attend a professional meeting, etc.):
3. Destination:
4. Duration of trip:
5. Additional information:

Disclosure 2

1. Trip sponsored or organized by:
2. Purpose of the trip (i.e. consulting, attend a professional meeting, etc.):
3. Destination:
4. Duration of trip:
5. Additional information:

Definitions

Equity or ownership includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value.

Financial interest means anything of monetary value, whether or not the value is readily ascertainable.

Immediate family means an individual who is your spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage or adoption.

Investigator means ‘the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS, or proposed for such funding, which may include, for example, collaborators or consultants.’

Remuneration is defined as a payment of money or goods in return for services rendered or in recompense for loss.