KU COI Reporting System Guide

Research Project Administrator (RPA) Role
How do I access the KU COI Reporting System:

The KU Conflict of Interest Reporting System can be accessed:

- [https://kucoi.ku.edu](https://kucoi.ku.edu) (you should bookmark this page)
- Via a link on the COI home page (soon to be added)
How do I log in to the KU COI Reporting System:

Log in to the KU Conflict of Interest Reporting System using your KU Online ID and password.

If you need to create a KU Online ID, please go to https://myidentity.ku.edu/setup

Enter KU Online ID & Password here to log in to the KU COI Reporting System
Your KU COI Reporting System Workspace:

This guide discusses only those functions that you will use as a Research Project Administrator.

- Note that your workspace page is also same screen you will see when you log in to manage your personal Disclosures and Certifications. For more information – see KU COI Reporting System Discloser User Guide.

- COI Reporting System Workspace Tools that you will use in your role as a Research Project Administrator have been identified in the screen shots to the right.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create Research Certifications—This button allows you to create research certifications for all investigators on a PHS compliant project. NOTE: Any non KU investigators will have to be given local COI accounts before you can send them a research certification. Use the “Discloser Access Form for Investigators not Employed or Affiliated with KU or KUMC” form.</td>
</tr>
<tr>
<td>2</td>
<td>Certification Reports – This link gives several report options for viewing certifications. As an RPA, it will allow you to search for certifications by individual or by project, check the status of the certification, and view a summary of disclosed interests.</td>
</tr>
<tr>
<td>3</td>
<td>Help – A copy of this guide is available through this link</td>
</tr>
</tbody>
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Creating a Research Certification for all Investigators on a Project:

As a RPA, you will have permission to create research certifications. Click on the “Create Res. Certification” button to begin.

Click this button to create a Research Certification
This will launch a new window:

1. The first step is to identify Investigators, including PI, on the project:

   **Note:**
   For our purposes, a “Research Team member” is an INVESTIGATOR on the project. No additional personnel need to be included.

2. Add Investigator(s): Start typing last name and a dropdown will open with name(s) to choose from.

3. Add the Investigators role on the project.

4. Click “Ok and Add Another” to add additional Investigators to this project.

5. Click “OK” when all Investigators for this project have been added.
1. Once all Project Team Members have been added...

2. Fill in the Research Project Information Blanks:
   - Type in the **PEOPLE SOFT PROPOSAL NUMBER** as the Project ID
   - Type in the Project Title
   - Select the Project Type
   - Type in the Funding Source

3. Search and Select the Principal Investigator.

4. When all information has been entered, select OK at the bottom of the screen.

   An email will be sent to each Investigator listed, requesting him/her to complete the Research Certification.
This is an example of the email an Investigator will receive.

The Next Step for an RPA...

- Check on the status of the Research Certification Request you just sent out...
Checking the Status of Research Certifications:

You will use Certification Reports to view the status of the Research Certifications that you have created.

Click here to view the status of the Research Certifications that you have created.
A Dropdown will appear:

1. Choose to filter by Name
   Note: the term “ID” in this field means the disclosure record number – NOT – the proposal ID

2. %[Proposal ID]
   (% sign is used as a wildcard.)

3. Click “Go” to filter the records for the proposal. The result should be the set of certifications you created for all investigators on the proposal.

4. This is an additional tool to view all Research Certifications you have created.

Note: the term “ID” in this field means the disclosure record number – NOT – the proposal ID.
The system will process the filter criteria and a new screen will appear listing all Research Certifications requested for the specified Proposal Number:

1. View the Status here:
   a. “Draft”: individual has not submitted the certification yet.
   b. “No Review Required”: Certification has been submitted, AND, he/she has no potential conflicts.
   c. “Under Administrative Review”: certification has been submitted, AND, it contains significant financial interest that must be reviewed by Research Integrity. You will need to check disclosures against proposal and contact Research Integrity.
   d. “Under Management/Mitigation Plan”: individual has a current Management/Mitigation plan. You will need to contact Research Integrity.

2. Click on the “ID” or “Name” to view a summary of the certification.
We’ll look at Ellen May’s Certification form first:

This is a disclosure that requires No Review, has No Significant Financial Interests, and no Disclosure Certifications.

1. Check training date. Training must be completed before award funds are released.

2. No Review Rewired means no further action is required for the RPA.
This Certification form is for Jane Hathaway:

- **Status = Administrative Review**
- **Check training date**
- **Check proposal for any relationship to disclosed interest**
- **Send Research Integrity a link to proposal and budget**

### My Disclosures

<table>
<thead>
<tr>
<th>Organization</th>
<th>Publicly Traded</th>
<th>Relationship Disclosure Types</th>
<th>Significant?</th>
<th>Total Value</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>OptiTech Inc.</td>
<td>Self</td>
<td>Remuneration (Salary and any payment for services not otherwise identified as salary such as consulting, fees, honoraria, paid authorship, etc., or other payments for services)</td>
<td>no</td>
<td>$500.00</td>
<td>6/3/2012 3:56 PM</td>
</tr>
<tr>
<td>American Heart Assoc.</td>
<td>Self</td>
<td>Sponsored or reimbursed travel (for yourself only)</td>
<td>yes</td>
<td>$250.00</td>
<td>8/6/2012 9:33 AM</td>
</tr>
</tbody>
</table>


Questions: Research Integrity, 785-844-7429 or coi@ku.edu

Medical Center campuses: [http://www2.kumc.edu/compliance/researchcompliance/copolicies.htm](http://www2.kumc.edu/compliance/researchcompliance/copolicies.htm)

Questions: Office of Compliance, 913-588-1288 or tfiedl@kumc.edu
View once Review has been completed