



# Old Dominion University Research Foundation

## **Important Notice on Sponsored Research Proposal Submissions, Awards, and Conflicts of Interest**

Dear Faculty and Staff,

This message is to provide you notice on upcoming changes in sponsored research proposal submissions and award requirements related to Conflict of Interest (COI) disclosures. As highlighted in a recent federal agency audit, sponsors and the government hold the University responsible for ensuring that any conflicts related to research agreements they sponsor are identified and responsibly managed or eliminated. Due to these federal research and security regulations, submitting COI disclosures and the frequency for reporting them during the course of conducting sponsored research will be changing.

To that end, effective November 1, 2022, before a proposal can be submitted and regardless of the funding source, each ODU faculty or staff member listed as PI, Co-PI, or Key Personnel on a proposal must have a current, active COI report on file in the IRBNet system. Active awards will also require annual re-certifications beginning November 1, 2022. Please find the instructions for submitting a COI disclosure at the following link: <https://researchfoundation.odu.edu/wp-content/uploads/2022/09/IRBNet-Quick-Reference-Guide-for-COI-Disclosures-Sept2022.pdf>. Before an award can be accepted, all real or apparent conflicts of interest for each ODU faculty or staff member listed as PI, Co-PI, or Key Personnel must be reviewed, and either managed or eliminated. Broader campus communications to the faculty will follow beginning the week of September 26, 2022, through the month of October.

This will be one of several disclosure changes occurring over the next few months, more information will follow. If you have any questions, please feel free to reach out to [preaward@odu.edu](mailto:preaward@odu.edu).

Best Regards,  
Shannon

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