

COI Implementation Communication Plan

Communication Objectives: Communicate new COI management system and disclosure process for research Investigators.

Key Stakeholders: Deans, Chairs, VPs, AVPs, Investigators, ODU Office of Research staff, ODU Research Foundation Core Employees

Core Messages: CY'24 Annual Disclosure Window is open, Investigator disclosure is required, new COI management system available, IRBNet and Qualtrix are no longer being used for COI disclosures, new/draft policy, process

Considerations: CY'24 Annual Disclosure Window may be extended due to new system implementation; there may be bugs/fixes that need to be addressed during launch

Planned Communications: AVP for Compliance, SRRO, and VPR copied into each communication

Responsibility	Audience	Delivery Method	Timing	Message	Desired Outcome/Behavior	Possible Measures	Status/Comment
1 RF ED (jointly conducted)	Soft Launch: RF Core Staff Pilot Training	Email	by 1/8/2024	Communicate new COI system, CY'24 Disclosure Window Schedule, Soft Launch Pilot training		Participation in Pilot, feedback provided	Completed, 1/8/2024
2 RF ED (jointly written)	Training: RF Core Staff Pilot	Calendar Invite	by 1/12/2024	Calendar invite - COI System Training	Accept Meeting Invite	% attending	Completed, 1/11/2024, and again, 1/22/2024
3 AVP for Compliance/RF ED	Soft Launch: COIC Pilot	Email	by 1/8/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure		Participation in Pilot, feedback provided	Completed; Sent 1/18/2024
4 AVP for Compliance/RF ED	Training: COIC Pilot	Calendar Invite	by 1/12/2024	Calendar invite - COI System Training	Accept Meeting Invite	% attending	Completed; Scheduled for 1/30/2024
5 Provost/VPR	Soft Launch: Pre-Communications for Deans, Chairs Pilot	Email	by 1/12/2024	Communicate new COI system - Training Dates, Pilot, CY'24 Window, Soft launch pilot with deadline to disclosure (1/17 - 1/24)	Complete CY'24 disclosure in new COI System	% disclosed within Pilot deadline; feedback provided	Completed; Sent by Mary Jo Karlis on 1/9/2024, to Deans.
6 Mary Jo	Training: Deans Pilot	Calendar Invite	by 1/12/2024	Calendar invites - COI System Training Calendar Invites for (1/10, 1/11, 1/12)	Accept Meeting Invite	% attending	In-Person System Training Completed; 1/16/2024
7 Provost/VPR	Soft Launch-Live: Deans Pilot	Email	by 1/17/2024 2/2/24	Provide Live Link to new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure (1/17 - 1/24)	Complete CY'24 disclosure in new COI System	% disclosed within Pilot deadline; feedback provided	1/16 decision to shift Deans Pilot to beginning of February to allow for ICOI development
8 Provost/VPR	Soft Launch: ADRs Pilot	Email	by 1/12/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure	Complete CY'24 disclosure in new COI System	% disclosed within Pilot deadline; feedback provided	Completed 1/20/2024;
	Soft Launch: ADRs Pilot	Calendar Invite	by 1/12/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure	Complete CY'24 disclosure in new COI System	% disclosed within Pilot deadline; feedback provided	Completed; Scheduled for 2/2/2024
	Soft Launch: Faculty Senate Exec. Committee Pilot	Email	by 1/12/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure	Complete CY'24 disclosure in new COI System	% disclosed within Pilot deadline; feedback provided	
9 Provost/VPR	Training: Faculty Senate Exec. Committee	Calendar Invite	by 1/19/2024	Calendar invite - COI System Training (1/18, 1/19, and/or 1/22)	Accept Meeting Invite	% attending	
10 Provost/VPR	Soft Launch-Live: Faculty Senate Exec. Committee Pilot	Email	by 1/24/2024	Provide Live Link to new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure (1/24 - 1/31)	Complete CY'24 disclosure in new COI System	% disclosed within Pilot deadline; feedback provided	
11 VPR	Full Launch: All Active, Proposing Investigators - Open Forum REMINDERS	Email + RSVP link	by 2/1/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure, Virtual COI Training Dates & RSVP (Policy+New System+Process), 5 total sessions	Complete CY'24 disclosure RSVP for training	% disclosed within Pilot deadline % RSVP, % attending	
12 VPR	Full Launch: All Active, Proposing Investigators - Open Forum REMINDERS	Email + RSVP link	4 emails b/w 1/29 - 3/15/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure, Virtual COI Training Dates & RSVP (Regulatory+New System+Process)	Complete CY'24 disclosure RSVP for training	% disclosed within Pilot deadline % RSVP, % attending	
13 VPR	Individual In-Person Meetings, as requested	Email + RSVP link	scheduled b/w 1/29-3/15/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure, Virtual COI Training Dates & RSVP (Regulatory+New System+Process)	Complete CY'24 disclosure RSVP for training	% disclosed within Pilot deadline % RSVP, % attending	
14 VPR	ODU Office of Research Staff - All	Email + RSVP link	by 1/26/2024	Informational to communicate new COI system, CY'24 Disclosure Schedule, any action that is needed by the OoR staff	Informed	% attending	
15 ED (jointly written)	ODU Research Foundation Core Employees - All	Email	by 1/26/2024	Informational to communicate new COI system, CY'24 Disclosure Schedule, any action that is needed by the OoR staff	Informed	% attending	
16 ED (jointly written)	ODU Research Foundation Field Employees - Open Forum	Email + RSVP link	3 emails b/w 2/5 - 2/8/2024	Communicate new COI system, CY'24 Window Open, Soft launch pilot with deadline to disclosure, Virtual COI Training Dates & RSVP (Regulatory+New System+Process)	Complete CY'24 disclosure RSVP for training	% disclosed within Pilot deadline % RSVP, % attending	