COI Travel Disclosure Decision Tree

START

Are you an Investigator on a PHS or DOE* funded project?

NO

You do not have to complete a COI Travel Disclosure.

YES

Is the travel related to your institutional responsibilities (primary & secondary duties)?

NO, it’s an External Professional Activity for Pay

You do not have to complete a COI Travel Disclosure.

YES

Is the travel reimbursed or sponsored by one of the following:

1. ODU/ODU RF
2. US Federal, State, or Local Gov’t
3. A US academic institution or recenter center

NO, it is reimbursed or sponsored by another type of organization, (i.e., non-profit, professional association, corporation, international)

You have to have to complete a COI Travel Disclosure.

Please go to https://researchfoundation.odu.edu/ and log into the ODU Research Portal and access My COI to submit your Travel Disclosure.

YES, it’s a primary or secondary duty

You do not have to complete a COI Travel Disclosure.

* NOTE: The Travel Disclosure link on the My COI Disclosure is only enabled if you have an open PHS or DOE-funded project.