

ODU My COI Quick Reference Guide for COI Disclosures

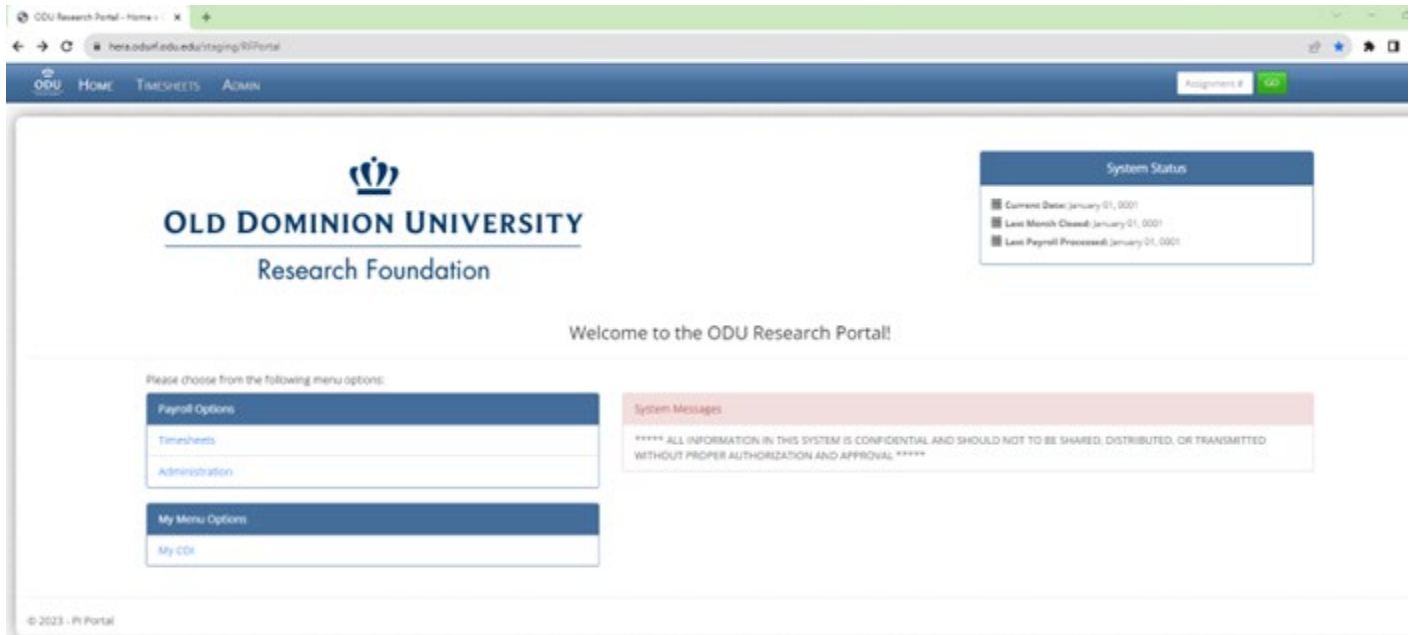
How to submit a Travel Disclosure

1 My COI Portal – Access and New Travel Disclosure

1.1 ODU Research Portal

To access the ODU Research Portal, you must have an ODU Midas ID or Guest Account. Once you have your Midas ID or Guest Account, you can navigate to the web address below:

- <https://hera.odurf.odu.edu/RFPortal>

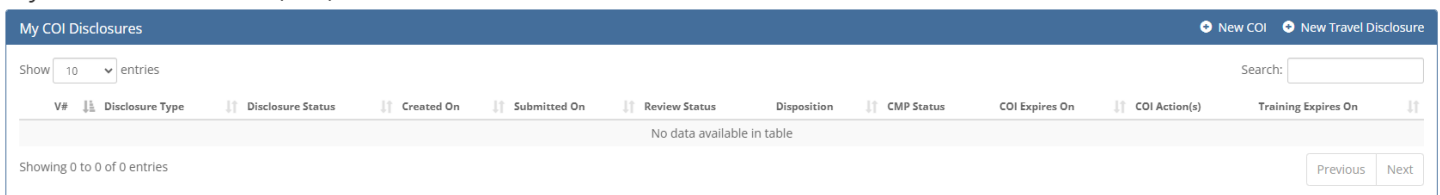


Click on My COI underneath My Menu Options:



Now you will see your respective My Conflict of Interest (COI) Disclosures Dashboard:

My Conflict of Interest (COI) Disclosures





Your respective Dashboard may be empty or have a previously entered annual COI disclosure.

2 New Travel Disclosure

2.1 Start a New Travel Disclosure

If you have an open Department of Energy (DOE) or Public Health Services (PHS) projects and you have travel (any amount) that is being reimbursed or sponsored, you will be required to fill out a Travel Disclosure upon your return. To do this, you will navigate to your My COI Dashboard and then click on the plus sign at the top right corner next to New Travel Disclosure.

My Conflict of Interest (COI) Disclosures

My COI Disclosures												New COI	New Travel Disclosure
W#	Disclosure Type	Disclosure Status	Created On	Submitted On	Review Status	Disposition	CMP Status	COI Expires On	COI Action(s)	Training Expires On			
2024-A1	Annual	Submitted for Approval	11/29/2023	11/29/2023	AVP Committee SRRO University Counsel	Positive			View Update	11/29/2027			

You will then be taken to the Travel Disclosure screen where you will need to fill out any sponsored/reimbursed travel and upload any supporting documentation.

Travel Disclosure

[Back to My COI](#)

Please enter your travel reimbursements for each Project below

(1 of 1)

Reimbursed By: JMU College Board

Travel Details

- Travel Title: California Trip
- Destination/Location: San Francisco
- Purpose: Board Meeting
- Reimbursement Amount: \$ 10000
- Date Travel Began: 11-13-2023
- Date Travel Ended: 11-17-2023

Supporting Documents

Choose File | No file chosen

Upload Attachment

File Name	Attached At
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After entering in the specific travel and who it was **Reimbursed By**, then you will be taken to Part II: Travel Declarations. Here you will need to specify the Discloser Relationship and any supporting comments for each Project that you are associated with.

Travel Disclosure

[Back to My COI](#)

Part II: Travel Declarations

Instructions: Please identify the relationship your reimbursed/sponsored travel has with your active PHS funded projects.

Travel Title California Trip

Travel Dates 11/13/2023 - 11/17/2023

Destination San Francisco

TRANS CARBON 100805-010

100805-010 — TRANS CARBON

Project Role:

Sponsor:

• Reimbursed By

• Discloser Relationship

Discloser Comments

NSF2026 100879-010

LINKING OPTICAL 100928-010

ADENOSINE TRIPH 100990-010

For each Project and respective Entity that you are associated with, you will need to fill out the Relationship and add any relevant comments and then hit **Save**. The relationship options are as follows:

- **Not Related** – i.e., your outside engagement in activity/financial interest is not related to your research project and academic or professional expertise.
- **No Conflict Exists** – i.e., situations where any financial interest held by an Investigator or an Investigator’s family is below the threshold for Significant Financial Interest and where the situation suggests no actual, potential, or perceived Conflict of Interest. These situations may continue without special safeguards or oversight.
- **Potential Relationship** – i.e., your outside activities or interests present a potential or perceived Conflicts of Interest with your research project and academic or professional expertise, which may represent Conflict of Interest, but in many cases would be permitted to go forward after disclosure with a Management Plan.
- **Relationship Identified** – i.e., actual Conflict of Interest with your outside activities or interests, which may be permitted to go forward after disclosure only with an appropriate Management Plan to eliminate the conflict, safeguard against prejudice toward University activities, and provide continuing oversight.



After you have filled in the Discloser Relationship and Comments for each Project and hit SAVE for each, you will then see the **Next Step** button appear.

Part II: Travel Declarations

Instructions: Please identify the relationship your reimbursed/sponsored travel has with your active PHS funded projects.

Travel Title California Trip	Destination San Francisco
Travel Dates 11/13/2023 – 11/17/2023	
TRANS CARBON 100805-010	
NSF2026 100879-010	
LINKING OPTICAL 100928-010	
ADENOSINE TRIPH 100990-010	

« Back

Next Step »

Once you click on **Next Step**, you will then be taken to Part III: Acknowledgement and Certification for your respective Travel Disclosure. Here you will need to check the Acknowledgement box and enter your name under **My Signature**. Then hit **Submit for Review**.

Part III: Acknowledgement and Certification

Acknowledgement

Further, I agree:

- To update this disclosure between annual disclosures at the time the potential for a conflict is first identified.
- To cooperate in the development of a Management Plan, should one be necessary to manage, reduce, or eliminate actual, potential, or perceived conflicts of interests.
- To comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate actual, potential, or perceived conflicts of interest or to forfeit the award.

By typing my name in the text box/digitally signing below, I certify that my answers on this Research Conflict of Interest Disclosure are complete and accurate to the best of my knowledge and belief.

I understand that this Disclosure is required to obtain funding from the U.S. Government. I, [Full Name and Title], certify to the best of my knowledge and belief that the information contained in this Disclosure Statement is true, complete, and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (18 U.S.C. §§ 1001 and 287, and 31 U.S.C. 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to U.S. Government's funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above.

I have acknowledged that I have read, understood, and will comply with the [ODU University Conflict of Interest Disclosure Policy](#)

My Signature

Jane Doe

Cancel

« Back

Submit for Review



Once you hit Submit for Review, you will be taken back to your respective My COI Disclosures Dashboard. You will now see your respective Travel Disclosure Submitted for Review.

My Conflict of Interest (COI) Disclosures

My COI Disclosures												New COI		New Travel Disclosure	
Show 10 entries												Search:			
V#	Disclosure Type	Disclosure Status	Created On	Submitted On	Review Status	Disposition	CMP Status	COI Expires On	COI Action(s)	Training Expires On					
2024-A1	Annual	Submitted for Approval	11/29/2023	11/29/2023	AVP Committee SRRO University Counsel	Positive			View Update	11/29/2027					
2024-T1	Travel	Submitted for Approval	11/30/2023	11/30/2023	AVP Committee SRRO University Counsel	Positive			View	11/29/2027					

Showing 1 to 2 of 2 entries

Previous 1 Next

You will now be able to see the Review Status for both your Annual and Travel disclosures.