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](https://hera.odurf.odu.edu/RFPortal)

![ODU Research Portal](image)

Click on My COI underneath My Menu Options:

My Menu Options

| My COI |

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

My Conflict of Interest (COI) Disclosures

<table>
<thead>
<tr>
<th>My COI Disclosures</th>
<th>New COI</th>
<th>New Travel Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show 10 entries</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data available in table

Showing 0 to 0 of 0 entries
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

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

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

File Name | Attached At
--- | ---
No file chosen | 

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

Part II: Travel Declarations

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

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.

<table>
<thead>
<tr>
<th>Travel Title</th>
<th>California Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destination</strong></td>
<td>San Francisco</td>
</tr>
<tr>
<td>Travel Dates</td>
<td>11/13/2023 – 11/17/2023</td>
</tr>
</tbody>
</table>

- TRANS CARBON 100805-010
- NSF2026 100879-010
- LINKING OPTICAL 100928-010
- ADENOSINE TRIPH 100990-010

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

[Check box] I have acknowledged that I have read, understood, and will comply with the ODU University Conflict of Interest Disclosure Policy.
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

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