# Table of Contents

*Introduction* ................................................................................................................................................3

1  *My COI Portal – Access and New COI* .......................................................................................................4

1.1  ODU Research Portal..............................................................................................................................4

1.2  Start a New COI.......................................................................................................................................6

1.3  Fill out Part 1 : COI Disclosure Questionnaire ....................................................................................7

1.4  Fill out Part II: Project Declarations ....................................................................................................12

1.5  Part III: Acknowledgement and Certification .....................................................................................13

2  *New Travel Disclosure* ............................................................................................................................16

2.1  Start a New Travel Disclosure ..............................................................................................................16

3  *Secure and Regulated Research Officer (SRRO) Review* .....................................................................19

4  *Associate Vice President (AVP) for Compliance Review* ...................................................................21

5  *COIC Committee Review* ....................................................................................................................23

6  *University Council Review* ..................................................................................................................25

7  *Sponsored Program and Administration* ..............................................................................................27
Introduction

Old Dominion University is required to have all associated research Investigators submit an annual Conflict of Interest disclosure as well as a Travel Disclosure when applicable.
1 My COI Portal – Access and New COI

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:

Access to the Testing Site Access: https://hera.odurf.odu.edu/staging/RFPortal/

- NOTE: PLEASE DO NOT ENTER ANY REAL DISCLOSURE INFORMATION INTO THE TEST SITE SYSTEM. PLEASE USE FAKE INFORMATION FOR TESTING PURPOSES.

Production Site: My COI will be located on the ODU Research Portal when full campus implementation, launching on 2/5/2024: https://hera.odurf.odu.edu/RFPortal.

- This production site will contain your real disclosure information when it goes live.

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.
1.2 Start a New COI
To fill out a New COI, click on the plus sign at the top right of the Dashboard next to New COI.

You will then see an option for selecting ‘New Annual COI’ or ‘Carryover from Prior Disclosure’. If you have not completed a COI before, you would click on ‘Annual COI’. Once a selection is made, hit Continue.

What type of COI do you want to create?
- [ ] New Annual COI
- [ ] CarryOver from Prior Disclosure

You will then see the COI Training (Part 1). You must review and then check the Acknowledgement box at the bottom of the screen before you hit Continue. Once you check the box, select Continue.
Fill out Part 1: COI Disclosure Questionnaire

There are 17 questions within the COI Disclosure Questionnaire. All 17 questions are required to have a response. If YES is selected for a question, there will be additional sub-questions related to the main question. If NO is selected for a question, you can move on to the next question. There is also an area at the bottom of the questionnaire to add supporting documentation.
Part 1: COI Disclosure Questionnaire

Question (1 of 17)

○ YES ○ NO
Do you currently have, or have you had in the past 12 months, any active academic, professional or institutional appointments at an organization other than ODU/ODURF?

*Consistent with federal sponsor requirements, please mark "yes" if you have held any titled academic, professional or institutional appointments, regardless of whether remuneration is received and whether the appointment is full time, part-time, or voluntary (including adjunct, visiting, courtesy, or honorary). Do not include serving as an invited guest lecturer or external reviewer/reader (e.g. of a student dissertation/thesis) if there is/was no ongoing commitment or relationship. Note: if you have been at ODU/ODURF < 12 months, limit your response to reflect appointments that have been active since your ODU/ODURF start date.*

Question (2 of 17)

○ YES ○ NO
Do you or a family member currently own a business?

Question (3 of 17)

○ YES ○ NO
Do you have access to research/laboratory space, equipment, facilities, or the services of research support staff, including student assistants, at a location other than ODU that is not associated with an ODU/ODURF sponsored program or other ODU/ODURF research agreement?

Question (4 of 17)

○ YES ○ NO
During the period of your employment at ODU, have you been named as an inventor on any patent or patent application other than those submitted on ODU's behalf by the ODURF?

If you select YES for a question, you will be required to answer the sub-questions for each External Entity that you are associated with outside of ODU. For example, if you are associated with External Entity 1 and External Entity 2, you will need to add 2 Entries of sub-questions to complete the overall Question.
**Question**

**YES** **NO**

Do you currently have, or have you had in the past 12 months, any active academic, professional or institutional appointments at an organization other than ODU/ODURF?

*Consistent with federal sponsor requirements, please mark “yes” if you have held any titled academic, professional or institutional appointments, regardless of whether remuneration is received and whether the appointment is full time, part-time, or voluntary (including adjunct, visiting, courtesy, or honorary). Do not include serving as an invited guest lecturer or external reviewer/examiner (e.g., of a student dissertation/thesis) if there is/was no ongoing commitment or relationship.*

*Note: if you have been at ODU/ODURF < 12 months, limit your response to reflect appointments that have been active since your ODU/ODURF start date.*

<table>
<thead>
<tr>
<th>Entry #1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. In the space below, provide the following information for each external appointment:</strong></td>
</tr>
<tr>
<td>• Name of institution</td>
</tr>
<tr>
<td>• Country</td>
</tr>
<tr>
<td>• Title or role</td>
</tr>
<tr>
<td>• Briefly Describe Your Duties/Responsibilities (e.g., course instructor, mentor students/trainees, develop instructional materials, conduct research, lead/supervise research team, etc.)</td>
</tr>
<tr>
<td>• Time/Effort Commitment (e.g., person months) and Timing (e.g., summer-only or intermittent throughout the year)</td>
</tr>
</tbody>
</table>
You can add as many Entries as needed. You also have the ability to Delete Entries as well.

Once you have completed all 17 Questions, you will need to upload any Supporting Documents. You can do that in the Supporting Documents section near the bottom of the page by selecting Choose File, finding the file, and double clicking on that file, and then clicking Upload Attachment.
After you have uploaded your supporting documentation, you have the option to **Save and Submit Later**, OR go to **Next Step**, OR **Cancel**.

If you hit **Save and Submit Later**, you will then be taken back to the My COI Disclosures Dashboard.

**My Conflict of Interest (COI) Disclosures**

The Dashboard contains additional data about your respective COI Disclosure including:

- Version # (V#)
- Disclosure Type
- Disclosure Status
- Created On
- Submitted On
- Review Status
- Disposition
- CMP Status
- COI Expires On
- COI Action(s)
- Training Expires On
To Edit and Submit your COI for Review, click on the word Edit underneath COI Action(s) in the Dashboard. Scroll down to the bottom of the page after you have updated each of the Questions that needed more information. Select Next Step.

1.4 Fill out Part II: Project Declarations

After completing Part 1 and hitting Next Step, you will then see Part II: Project Declarations. All the active projects, including those in which the period of performance has ended but are actively being closed out (inactive), within the ODU Research Portal that you are assigned to will automatically be displayed on the screen. If you are not assigned to any projects, then the screen will say “You are not assigned to any projects and therefore this step is not required. Click Next Step to go to the next page.”

Part II: Project Declarations

Instructions: Please identify your relationship with each entity and provide additional supporting comments as needed.

| TRANS CARBON 100805-010 |
| NSF202 100879-010 |
| LINKING OPTICAL 100928-010 |
| ADENOSINE TRIPH 100996-010 |

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.
Once you have completed the updates for each Project and hit **Save** for each Project, then you will see green check marks next to each project as well as a **Next Step** button appear at the bottom right of the screen. Hit **Next Step** to move on.

### Part II: Project Declarations

Instructions: Please identify your relationship with each entity and provide additional supporting comments as needed.

#### TRANS CARBON 100805-010

**NSF2026 100879-010**

**LINKING OPTICAL 100928-010**

**ADENOSINE TRIPH 100990-010**

#### TRANS CARBON — 100805-010

**Project Role:**

**Sponsor:**

- **Entity #1**
  - Restaurant X
  - **Relationship:** Not Related
  - **Comments:**

- **Entity #2**
  - JMU College Board
  - **Relationship:** Relationship Identified
  - **Comments:**

- **Save**

---

**1.5 Part III: Acknowledgement and Certification**

Once you hit **Next Step** on Part II, it will take you to Part III: Acknowledgement and Certification. Here you will review and digitally sign the Acknowledgement page for your respective Conflict of Interest Disclosure.
You must select the Check Box and write your Name in the Signature Box. Then select **Submit for Review**. Once you select **Submit for Review**, your COI Disclosure will be submitted, and you will be taken back to the My COI Disclosures Dashboard.

At the Dashboard, you will see that you now have a Submitted On Date, an updated Disposition and an option to View your respective COI. Your COI Disclosure will be locked for editing until it has been reviewed and processed by the ODU AVP for Compliance and/or the COI Committee. Your COI Disclosure may be returned to you if more information is requested by the ODU AVP for Compliance or the COI Committee. Once it has been reviewed and processed, you will have the ability to update your disclosure. **Update** gives you the option to create a new version (copy) of the original and make changes as needed so that there is a historical tracking.
of changes. If you update your disclosure, your respective COI Disclosure will then be locked and again move through the necessary reviews. You will be able to see the Review Status in the middle of the Dashboard.

![My COI User Guide](image)

**My COI Disclosures**

<table>
<thead>
<tr>
<th>#</th>
<th>Disclosure Type</th>
<th>Status</th>
<th>Created On</th>
<th>Submitted On</th>
<th>Review Status</th>
<th>Disposition</th>
<th>CMP Status</th>
<th>Expiring On</th>
<th>Training Expires On</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024-A2</td>
<td>Annual</td>
<td>In Progress</td>
<td>11/30/2023</td>
<td></td>
<td></td>
<td>Positive</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Disclosure Status</th>
<th>Created At</th>
<th>Disclosure Type</th>
<th>Submitted On</th>
<th>Review Status</th>
<th>Disposition</th>
<th>CMP Status</th>
<th>Expiring On</th>
<th>Training Expires On</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024-A2</td>
<td></td>
<td>11/30/2023</td>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2 New Travel Disclosure

2.1 Start a New Travel Disclosure
If you have a 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
Please enter your travel reimbursements for each Project below

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:
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.

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.

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**.
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.

You will now be able to see the Review Status for both your Annual and Travel disclosures.
3 Secure and Regulated Research Officer (SRRO) Review

As a Secure and Regulated Research Officer (SSRO), you will navigate to the ODU Research Portal and see that you have both ‘My COI’ and ‘COI Dashboard’ in your My Menu Options.

Click on the COI Dashboard to view all the entries to date as well as search for specific entries.

Conflict of Interest Dashboard

To Return to the Portal, click on the ‘HOME’ button at the top left of the screen.
Once you are back to the HOME screen of the Portal, you can then click on My COI. As an SSRO, the My COI page will include both your respective COI Disclosures as well as SRRO Pending Disclosures.

As an SSRO, you will click on ‘Review’ at the right side of each Disclosure to perform your respective review. Once you hit Review, you will then be taken to the entire COI Disclosure (Parts I – III). The answers will be in Read-Only mode, but you will have access to edit the SSRO Review section near the bottom.

Once you have entered the determination and comments, then hit Submit Review. Now the SRRO Pending Disclosures table will reflect one less review pending.
As the Associate Vice President (AVP) for Compliance, you will navigate to the ODU Research Portal and see that you have both ‘My COI’ and ‘COI Dashboard’ in your My Menu Options.

Click on the COI Dashboard to view all the entries to date as well as search for specific entries.

To Return to the Portal, click on the ‘HOME’ button at the top left of the screen.
Once you are back to the HOME screen of the Portal, you can then click on My COI. As an AVP, the My COI page will include both your respective COI Disclosures as well as AVP for Compliance Pending Disclosures.

My Conflict of Interest (COI) Disclosures

As an AVP, you will click on ‘Review’ at the right side of each Disclosure to perform your respective review. Once you hit Review, you will then be taken to the entire COI Disclosure (Parts I – III). The answers will be in Read-Only mode, but you will have access to edit the AVP Review section near the bottom.

As an AVP, you will click on ‘Review’ at the right side of each Disclosure to perform your respective review. Once you hit Submit Review, Now the AVP for Compliance Pending Disclosures table will reflect one less review pending.
5 COIC Committee Review

As a COIC Committee Member, you will navigate to the ODU Research Portal and see that you have both ‘My COI’ and ‘COI Dashboard’ in your My Menu Options.

Click on the COI Dashboard to view all the entries to date as well as search for specific entries.

Conflict of Interest Dashboard

To Return to the Portal, click on the ‘HOME’ button at the top left of the screen.
Once you are back to the HOME screen of the Portal, you can then click on My COI. As a COIC Committee Member, the My COI page will include both your respective COI Disclosures as well as Committee Pending Disclosures.

My Conflict of Interest (COI) Disclosures

<table>
<thead>
<tr>
<th>My COI Disclosures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclosure Type</td>
<td>Status</td>
</tr>
<tr>
<td>2024-A2 Annual</td>
<td>Submitted for Approval</td>
</tr>
<tr>
<td>2024-T1 Travel</td>
<td>Submitted for Approval</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

<table>
<thead>
<tr>
<th>Committee Pending Disclosures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclosure Type</td>
<td>Status</td>
</tr>
<tr>
<td>Annual</td>
<td>Committee Review Required</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

As a COIC Committee Member, you will click on ‘Review’ at the right side of each Disclosure to perform your respective review. Once you hit Review, you will then be taken to the entire COI Disclosure (Parts I – III). The answers will be in Read-Only mode, but you will have access to edit the Committee Review section near the bottom.

Committee Review

Determination: --select--

Comments:

Conflict Management Plan

To be added

Once you have entered the determination, comments, and addressed any Conflict Management Plans, then hit Submit Review. Now the Committee Pending Disclosures table will reflect one less review pending.
6 University Council Review

As a University Council Member, you will navigate to the ODU Research Portal and see that you have both ‘My COI’ and ‘COI Dashboard’ in your My Menu Options.

Click on the COI Dashboard to view all the entries to date as well as search for specific entries.

Conflict of Interest Dashboard

To Return to the Portal, click on the ‘HOME’ button at the top left of the screen.
Once you are back to the HOME screen of the Portal, you can then click on My COI. As a University Council Member, your respective My COI page will include both COI Disclosures as well as University Council Pending Disclosures.

My Conflict of Interest (COI) Disclosures

As a University Council Member, you will click on ‘Review’ at the right side of each Disclosure to perform your respective review. Once you hit Review, you will then be taken to the entire COI Disclosure (Parts I – III). The answers will be in Read-Only mode, but you will have access to edit the Committee Review section near the bottom.

Once you have entered the determination and comments, then hit Submit Review. Now the University Council Pending Disclosures table will reflect one less review pending.
7 Sponsored Program and Administration

As Sponsored Program and Administration role, you will navigate to the ODU Research Portal and see that you have the ‘COI Dashboard’ in your My Menu Options.

Click on the COI Dashboard to view all the entries to date as well as search for specific entries.

Conflict of Interest Dashboard

! = COI expired
✓ = No expirations or terminations, in good standing
☐ = Active CMP
☐ = Active CMP/RF Compliance Required
TBD = PI/Co-PI/Key Personnel terminated

You can search by project number, Midas ID, or PI first and/or last name.

To Return to the Portal, click on the ‘HOME’ button at the top left of the screen.