

Reopening an Approved FCOI Checklist

[myFCOI checklist](#) documents compliance with [sponsor-specific financial conflict of interest regulations and policies](#) throughout the life of an award. The system allows users to reopen and revise an approved checklist throughout the year.

Checklists should be updated when new personnel join the project and when the PI, co-I, or senior/key personnel leave the project.

How to Reopen and Revise a Checklist

Step 1: Log into [myFCOI checklist](#).

Step 2: Search for the checklist you would like to reopen and revise. If more than one checklist for the specific project is listed, choose the most recently approved checklist.

When viewing an approved checklist, the following message and button will now display underneath the checklist:

This checklist is currently in an approved, locked state. If new investigators join the project, the checklist should be reopened to document that those investigators are compliant with the training and disclosure requirements from sponsors.

Before reopening, we suggest that you [download the PDF of this project](#) for your records.

[Reopen this checklist](#)

Step 3: After downloading the approved checklist, click “Reopen this checklist.” A pop-up window will appear requesting confirmation:

Confirm reopening this checklist ✕

Are you sure that you want to reopen this checklist?

Reopening will remove all approvals and information associated with the personnel.

CancelReopen this checklist

After reopening the checklist, key personnel from the award and those who were paid from the award in the last 30 days will automatically be added:

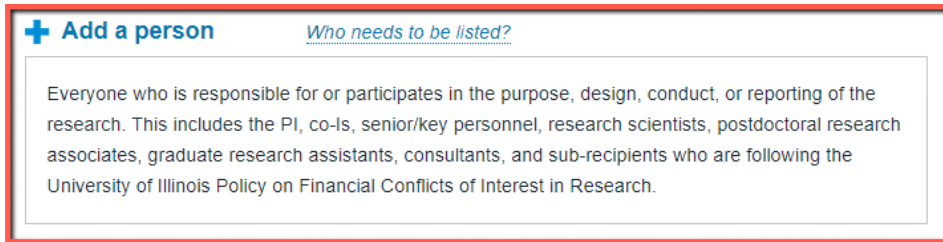
Compliance Status

Need to update member information? Go back to [Member Roles and Information page](#).

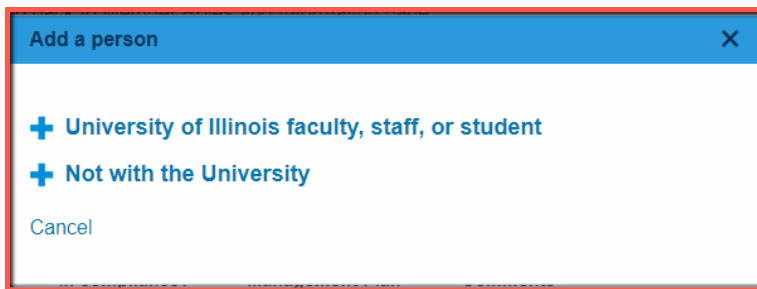
✔ Checklist reopened

The system will automatically add key personnel from the award and those who were paid from a grant in the last 30 days. Please add all other senior/key personnel, and anyone else, regardless of title or position, who participates in or is responsible for the purpose, design, conduct, or reporting of the research.

Step 4: To add any other personnel who qualify as investigators (*i.e. will be responsible for or participate in the purpose, design, conduct, or reporting of research for the project*), click the “+Add a person” link:



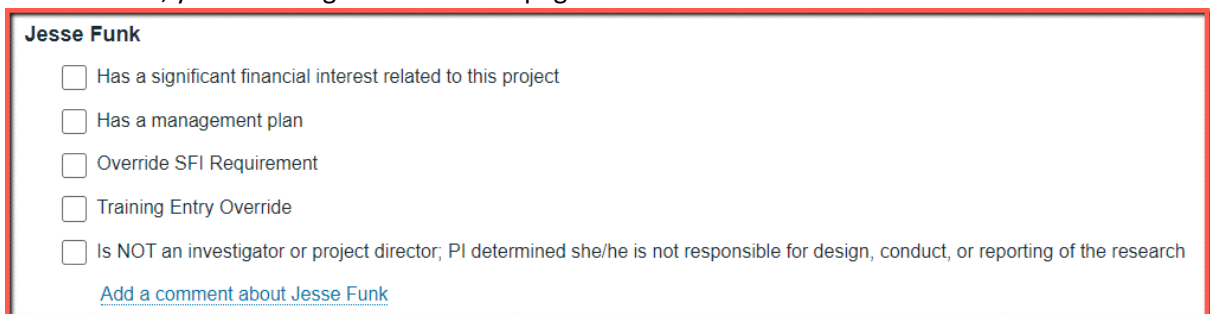
A pop-up window will then appear so that UIUC personnel or external personnel may be added to the checklist:



Step 5: After all relevant investigators are added to the checklist, modifying member roles and information functions the same way as when creating a new checklist.

Click the “Member Roles and Information page” link to identify if an investigator and/or senior/key personnel has a significant financial interest related to the project or if the person will not serve as an investigator on the project. Select the appropriate boxes for each member.

If none are applicable, you do not need to check any of the boxes. If you need to change your answers later, you can navigate back to this page.



Step 6: After all investigators are added to the checklist and their member roles are selected, the system will display information about the compliance status of the investigators on the checklist.

On the Compliance Status screen, the following icons or descriptions appear:

•**Role**



-Principal Investigator or CO-PI for the project.



-Member is not an investigator, project director, or the PI has determined that the member is not responsible for design, conduct, or reporting of the research.

(no image) – Member is an investigator on the project.

•**SFI**

No – Member does not have a significant financial interest related to this project.

Yes – Member does have a significant financial interest related to this project.

•**In Compliance?**



-Member has completed compliance requirements including FCOI training and sponsor specific disclosure.

Remind

-Member has not completed compliance requirements. Click the “Remind” button to send an email to this member to complete compliance requirements.

Reminded – If the member has already been sent a reminder message, the table will show the date that the reminder message was sent.


•**Comments** – Click add to provide comments.



- Comments have already been added. Click to edit.

Step 7: After all investigators have been added to the checklist and are listed either as compliant or the PI has determined that the member is not responsible for design, conduct, or reporting of the research, click the “Submit to COI” button to submit the checklist.

Submit To COI

NOTE: If you see the hand symbol  , then you cannot proceed with submitting the checklist. The checklist is not complete and has not been submitted to the COI office. You must follow up with investigators to complete any sponsor specific disclosure or FCOI training that is missing per the compliance verification.