PUBLIC HEALTH SERVICE
FINANCIAL
CONFLICT OF INTEREST
COMPLIANCE

Office of the Vice Chancellor for Research
Conflict of Interest
phsdisclosure@illinois.edu
217-333-0034
Prior to the Office of Sponsored Programs establishing an award from a Public Health Service agency or an organization that has adopted the PHS regulations, all “investigators” must complete training on financial conflicts of interest and disclose significant financial interests.

The regulations define “investigators” as the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS (e.g., NIH), or proposed for such funding, which may include, for example, collaborators or consultants.

Frequently Asked Questions, Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought

**How to comply**

1. New users
2. Returning users

If you have questions, please contact phsdisclosure@illinois.edu or call 217-333-0034.
New Users
These instructions are for investigators who have never used START myDisclosures before.

1. Log into START myDisclosures, https://myresearch.uillinois.edu/myDisclosures/, using your AD password. Click the green "Determine my requirements" button.

2. Answer the questions, being sure to answer "Yes" to question 2 which asks if you are a PHS Investigator. Click the green "Submit" button at the bottom of the screen.
3. You will return to your dashboard. Click “Start new Sponsor Specific Questionnaire” to complete training and the disclosure.

4. The system will guide you through a short training. Click the green ‘Start PHS Training’ button to begin. Once the training is complete, the system will start the Sponsor Specific Questionnaire.
Returning Users

Academic staff – faculty, academic professionals – who have used START myDisclosures to complete the Report of Non-University Activities might not see the **Sponsor Specific** Questionnaire on their dashboards. If you do not see the **Sponsor Specific** Questionnaire on your dashboard, follow the instructions below.

1. Log into START myDisclosures, [https://myresearch.uillinois.edu/myDisclosures/](https://myresearch.uillinois.edu/myDisclosures/), using your AD password.

2. If you do not see the Sponsor Specific Questionnaire on your dashboard, click “Update my Information.”

3. You will return to the reporting requirements screening questions. **Be sure to answer “Yes” to question 2** which asks if you are a PHS Investigator. Click the green “Submit” button at the bottom of the screen.
4. You will return to your dashboard. Click “Start new Sponsor Specific Questionnaire” to enter the questionnaire. If your training has expired, the system will guide you through a short training before the questionnaire.