

2017

**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](#)

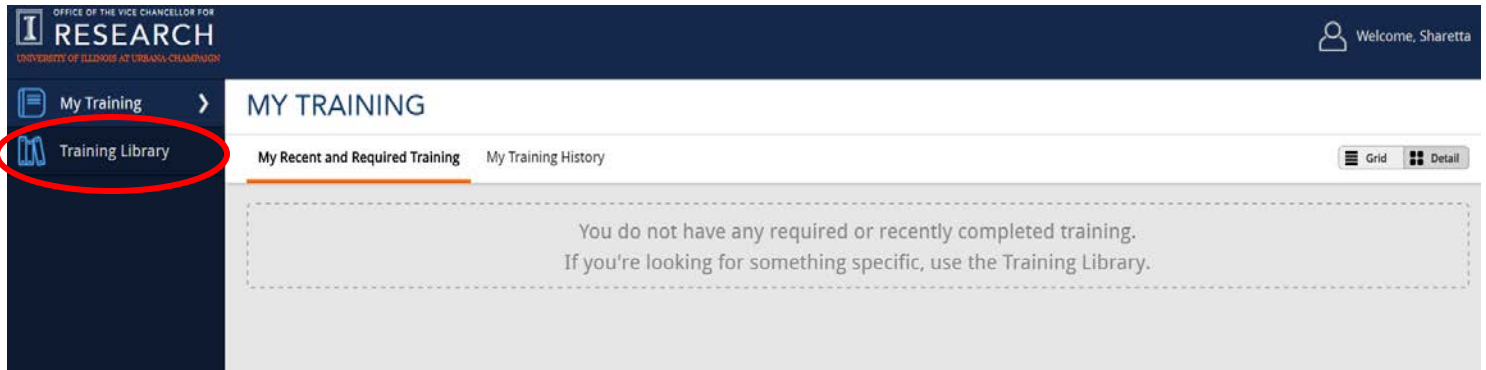
How to comply

1. [PHS Financial COI Training](#)
2. Disclosure in START myDisclosures
 - a. [New users](#)
 - b. [Returning users](#)

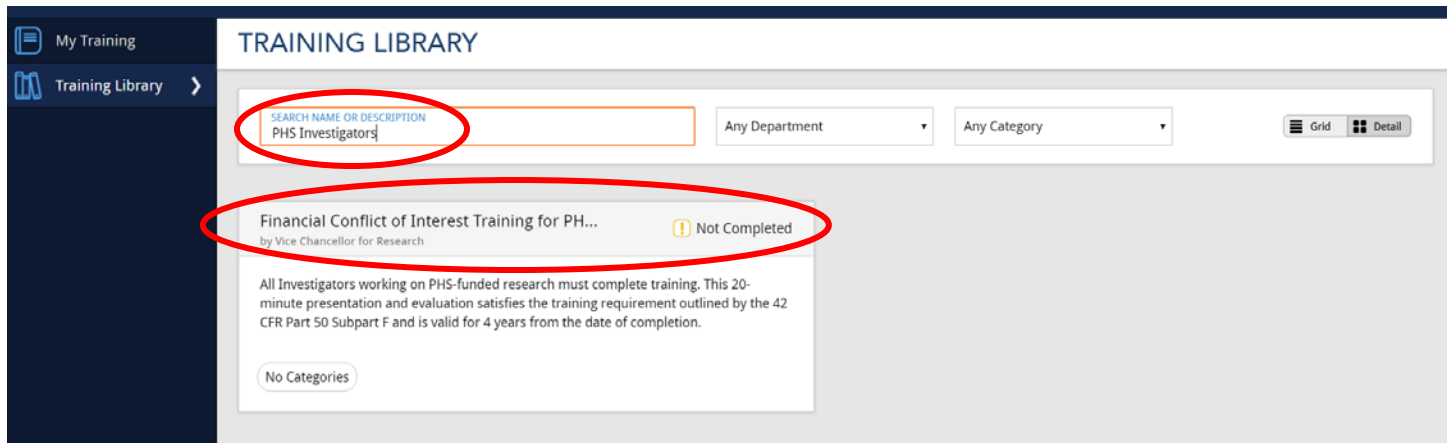
If you have questions, please contact phsdislosure@illinois.edu or call 217-333-0034.

Financial Conflict of Interest for PHS Investigators Training

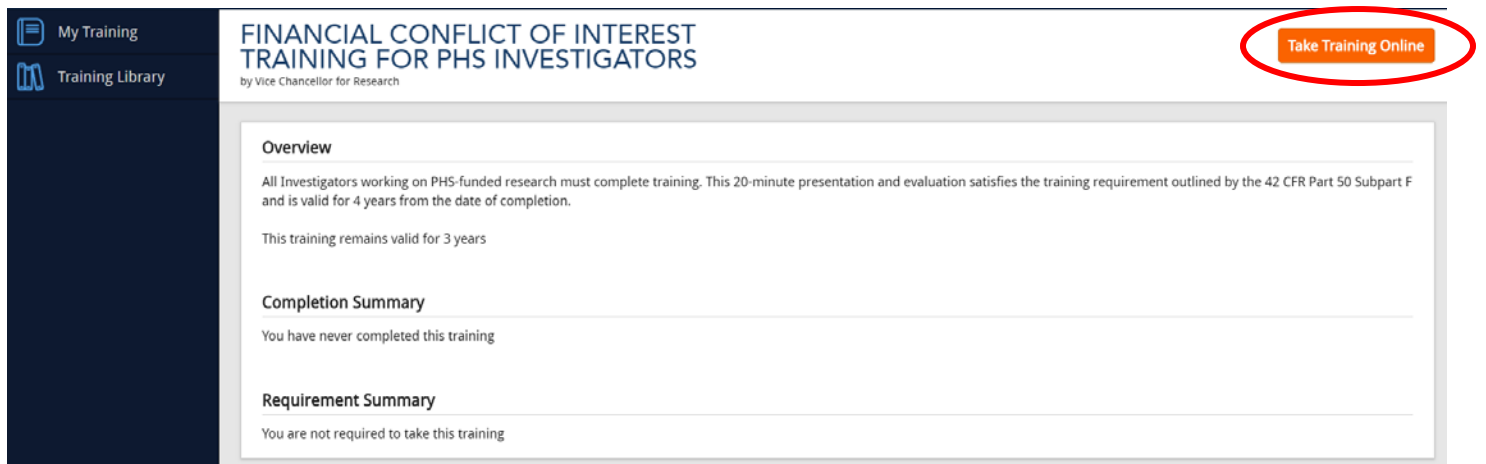
1. Log into the OVCR Researcher Training Portal, <https://ovcrportal.research.illinois.edu/>.
2. Click "Training Library" to search for the training.



3. Type "PHS Investigators" in the search box, and select the "Financial Conflict of Interest Training for PHS Investigators" training.



4. Click "Take Training Online" in the upper right hand corner.



Note: Training is valid for four years. If you are within 6 weeks of your training expiring, please renew. Click "Renew this Training."

Disclosure in START myDisclosures

"Investigators" must complete the **Sponsor Specific Questionnaire** to comply with PHS regulations on Financial Conflict of Interest.

New Users

These users 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.

UNIVERSITY OF ILLINOIS 658311269 | llee1 | ADMIN Linda Lee Drozt LOGOUT

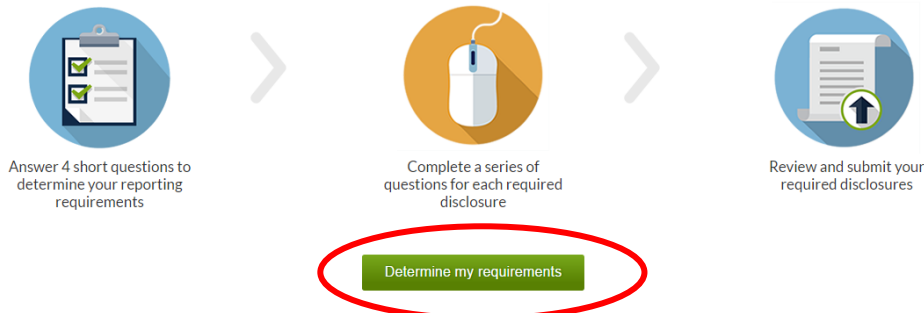
START myDisclosures Complete online disclosure reporting

Welcome, Linda Lee Drozt.

START myDisclosures looks at your job and research role at the University to determine what disclosures you need to complete.

Have questions?

My reporting requirements



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.



Determining reporting requirements

1. Which of the following best describes your employment status at the University (If you are unsure, please check your [Notification of Appointment](#))? *

- Academic Staff/Academic Professional/Faculty/Postdoctoral Associate
- Retired/Emeritus (receiving compensation)
- Other

This status includes:

- Unpaid appointment, including unpaid retired/professor emeritus (no compensation)
- Civil Service
- Student/Medical Resident/Fellow
- Academic Hourly/Temp/Extra Help
- [Non-University affiliate](#)

2. Are you an investigator or key research personnel on a pending or existing award, including one under a no-cost extension, that is sponsored by an [organization](#) that applies the 2011 Public Health Services (PHS) Regulations on Financial Conflicts of Interest (FCOI)? Check yes if you have federal flow-through funding from an organization that applies the PHS rules. *

- No / Not applicable
- Yes

3. You will return to your dashboard. Click "Start new Sponsor Specific Questionnaire" to enter the questionnaire.

UNIVERSITY OF ILLINOIS
START myDisclosures Complete online disclosure reporting

638331269 | llee1 | ADMIN Linda Lee Drozt

Assume IDN

Welcome, Linda Lee Drozt

According to our records, you need to complete these disclosures at least once a year:

- Sponsor Specific Questionnaire

Why do I have to complete these?

If your University appointment or role as researcher has changed, please update your information:

[Update my information](#)

Report of Non-University Activities

I am not required to complete an RNUA disclosure. However, Civil Service employees must cor Rule 16.01 of the Policy and Rules for Civil Service Staff. This is administered outside of START myDisclosures.

Sponsor Specific Questionnaire

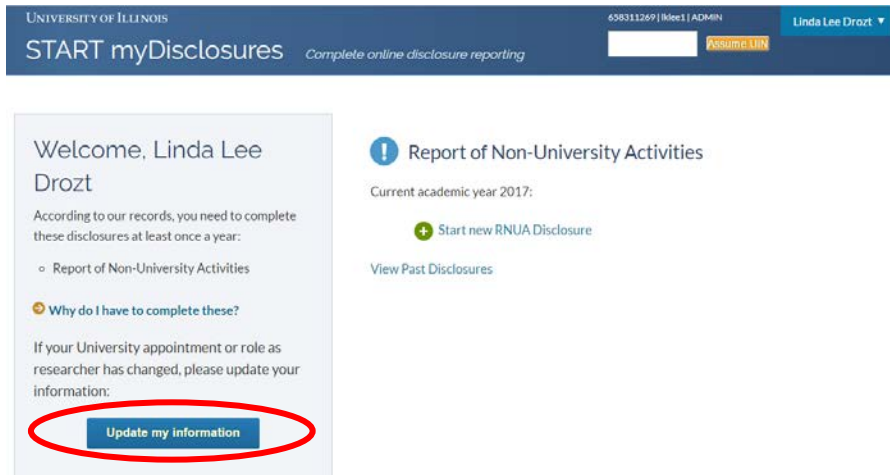
[Start new Sponsor Specific Disclosure](#)

[View Past Disclosures](#)

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 Disclosure 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/>, using your AD password.
2. If you do not see the Sponsor Specific Questionnaire on your dashboard, click “Update my Information.”



UNIVERSITY OF ILLINOIS 6983112691 | Home | ADMIN Linda Lee Drozt

START myDisclosures Complete online disclosure reporting

Welcome, Linda Lee Drozt

According to our records, you need to complete these disclosures at least once a year:

- Report of Non-University Activities

Why do I have to complete these?

If your University appointment or role as researcher has changed, please update your information:

Update my information

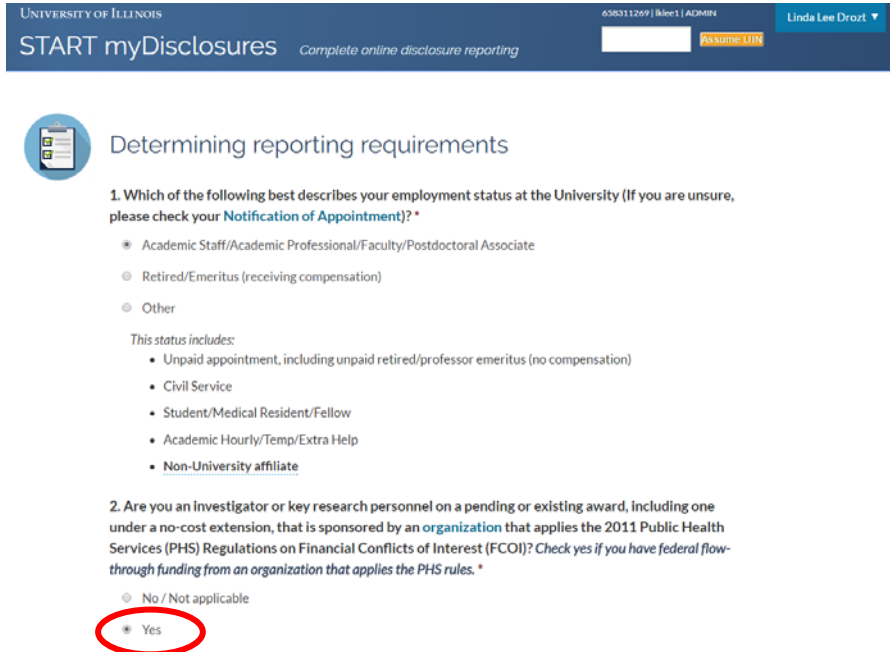
Report of Non-University Activities

Current academic year 2017:

- Start new RNUA Disclosure

View Past Disclosures

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.



UNIVERSITY OF ILLINOIS 6983112691 | Home | ADMIN Linda Lee Drozt

START myDisclosures Complete online disclosure reporting

Determining reporting requirements

1. Which of the following best describes your employment status at the University (If you are unsure, please check your Notification of Appointment)? *

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- No / Not applicable
- Yes

4. You will return to your dashboard. Click "Start new Sponsor Specific Questionnaire" to enter the questionnaire.

UNIVERSITY OF ILLINOIS
START myDisclosures Complete online disclosure reporting

65831269 | llee1 | ADMIN Linda Lee Drozt

Welcome, Linda Lee Drozt

According to our records, you need to complete these disclosures at least once a year:

- Report of Non-University Activities
- Sponsor Specific Questionnaire

Why do I have to complete these?

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[Update my Information](#)

Report of Non-University Activities

Current academic year 2017:

- [Start new RNUA Disclosure](#)

Sponsor Specific Questionnaire

- [Start new Sponsor Specific Disclosure](#)

[View Past Disclosures](#)