

To: Members of the University Community

From: Keith Moffat, Deputy Provost for Research

Date: October 23, 2008

Re: Online Submission of Individual Conflict of Interest Assurance form by
November 15, 2008

An online submission system is now in place for faculty to submit their annual Conflict of Interest Assurance form. The six questions on the Assurance form have been modified to reflect the updated University of Chicago policy (available at <http://researchadmin.uchicago.edu/regulations/coi.shtml>), and the University of Chicago Medical Center reporting obligations if applicable. To ensure confidentiality, the system requires CNetID and password for access. A faculty member's submitted "yes" and "no" responses are automatically entered into a secure database.

The major changes in the updated policy include:

- A zero threshold for financial interests
- Clarification of the definition of financial interest to include royalties from all sources, including those from the University of Chicago
- Requirement for annual updates with more frequent updates as financial interests change
- Clarification of the definition of an investigator's dependents to include University-registered domestic partners
- Inclusion of University of Chicago Medical Center disclosure and reporting obligations.

All faculty are requested to submit a new Conflict of Interest Assurance using the online system **by November 15, 2008**.

If any of your responses to questions 1-6 are "yes", you must file a Disclosure of Information form (COI2) **by December 15, 2008**. The updated Disclosure form, instructions, and examples are available online. Even if you submitted a Disclosure form earlier in this calendar year, you must file a new Disclosure since the questions and instructions have been modified to reflect the updated University Policy.

The updated Policy, forms, submission system, and instructions may be accessed at <http://researchadmin.uchicago.edu/regulations/coi.shtml>.

If you have any questions, please check this website for information and contacts.