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How to Check the COI Status of Research Teams (for IRB and Grants)

Background: With the rollout of the new COI module, Covered Individuals are now required to certify their disclosures when they are added to any new research projects (including **funding proposals, funding awards** and **human subjects research**). The UT Research Management Suite (UTRMS) is an integrated system that displays the COI status of study team members and personnel within the associated record. Read more to learn how to locate and interpret COI status in Grants and IRB.

Note: As of June 27th, 2022, FIDs are no longer entered and processed in eProtocol. If you have access to the FIDs lookup tool, please note that it is a historical record for annual disclosures and will not reflect research certification status.

Check COI Status in the Grants Module

Who can view: The PI and personnel listed on the funding proposal or award, the administrative contact for the record, any editors on the record, anyone with departmental access to the record, OSP/OIE staff

FUNDING PROPOSAL:

Central office will confirm that either a FID form or a profile update in UTRMS-COI has been completed within the last year before submitting PHS proposals. View the most recent date of completion in the *Last COI Profile Update* column.

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AWARD:

Next Steps

[View Award]

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▦ COI Disclosure Status

▦ Terms And Conditions

↻ Send to COI

👥 Manage Ancillary Reviews

🔗 Set Award Relationships

📎 Upload Award Documents

Central office will create an award record in UTRMS-Grants and initiate a COI review at time of award. The system will send email notifications with instructions for completing the research certification. Follow-up reminders will be sent via email at 7, 14 and 21 days if necessary.

All key personnel will be required to certify their disclsoures at that time. Funds cannot be released until key personnel have certified their disclosures and any reviews required by the COI office have been completed.

View the COI research certification status for your award in the *Research Certification Status* column.

COI Disclosure Status

1. FCOI Investigators:

Name	Last COI Profile Update	COI Training Completed	Research Certification Status	Management Plan Status
Rebecca Simms (pi)	6/13/2022	4/5/2022	Administrative Review	
Tom Bivens (pi2)	4/7/2022	4/7/2022	Requires Management Plan	Active
Juan Pablo (pi3)	6/21/2022	5/17/2022	No Review Required	
Joe Bloggs (pi4)	7/13/2021	2/24/2022	Awaiting Profile Update	

COI STATUS KEY

State	Definition
Awaiting Profile Update	Person has not completed the required profile update
Administrative Review	The profile is under review with RSC. No determination has been made
No Review Required	Profile has been updated and system logic determined no review required
Unrelated	RSC has reviewed the profile and found no FCOI for the study and disclosures made
Requires Management Plan	RSC has performed a review and determined the study needs to be addressed in a (current or new) management plan

Note for outside collaborators: When outside collaborators are added to a record, OSP/OIE will determine if oversight of COI by UT Austin is necessary and send a link for access to a separate disclosure form.

Check COI Status in the IRB Module

Who can view: PI, PI Proxy, Primary Contact, local study team members, individuals on the guest list, central office

The COI process for IRB is kicked off when the study is submitted to the IRB. At the time of submission, the system will send email notifications with instructions for completing the research certification. Follow-up reminders will be sent via email at 7, 14 and 21 days if necessary.

You can monitor the COI Status of personnel after the IRB study is submitted. Refer to the COI tab on the study workspace to ensure all Covered Individuals have completed their Research Certifications.

Certifications are complete when a determination is displayed. In the above example, you can see that action is still required by Jason Watson.

Note for external study team members: When external study team members are added to a record, the IRB office will determine if oversight of COI by UT Austin is necessary and send a link for access to a separate disclosure form.

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Information from the IRB on who is required to complete a research certification before study approval:

Exempt Research: Principal Investigators (PI) on exempt submissions are required to complete COI Research Certifications by updating their COI Disclosure Profile in UTRMS prior to an exempt determination being issued. IRB staff will confirm that the PI on exempt submissions have completed their Disclosure Profile Research Certification prior to issuing an exempt determination.

Non-Exempt Research: PIs and all research personnel identified as a "Covered Individual" by the PI will be required to complete the Disclosure Profile Research Certifications in UTRMS, confirming disclosure profiles are up to date each time they are listed on a new human subjects protocol or added via modification. IRB staff will confirm that all Covered Individuals have completed their Disclosure Profile Research Certification prior to final approval of an initial submission or a modification adding research personnel identified as "Covered Individuals."

Currently with the implementation of the UTRMS-COI module, notifications to complete a Research Certification will go out to all research personnel; however, IRB policy will only require COI Research Certification completion for PIs and research personnel identified as Covered Individuals on non-exempt research and PIs on exempt research submissions. The system will be updating in the fall and we appreciate your patience as we implement these new systems.