

## Financial Conflict of Interest Disclosure Form Institutional Review Board

### *Instructions for Use*

This fillable PDF FCOI form is expected to be completed and submitted as a *digital* document. Please **do not** submit a manually printed and scanned version of the FCOI form. Manually printed and scanned FCOI forms cannot be processed by the Office of Research and Sponsored Programs.

1. Download the FCOI form from IRB web site and save to your local computer.
2. Open the blank FCOI form with the current version of Adobe *Acrobat Reader*.
3. Select the Yes/No button on page 1 of the FCOI form. If you select “No”, continue to (5), below.
4. If you select “Yes”, list your external financial interests on page 2 of the FCOI form. After you finish listing your external financial interests on page 2, continue to (5), below.
5. Add your digital ID (signature) to the FCOI form by selecting the digital signature box. If you do not already have a digital ID set up on your computer, you can add one now:
  - a. In the “Sign with a Digital ID” window, select “Configure a New Digital ID”.
  - b. Select “Create a new Digital ID” and “Continue”.
  - c. Select “Save to File” and “Continue”.
  - d. In the “Create a self-signed Digital ID” window, enter:
    - i. Your name and Email address, as indicated (other fields are optional).
    - ii. Select “Continue”.
  - e. In the “Save the self-signed Digital ID to a file” window, enter a password/PIN for the new Digital ID.
  - f. Use your new Digital ID to *sign and date* the completed FCOI form.
6. Save the digitally signed/dated FCOI form to your local PC.
7. Submit your digitally signed/dated FCOI form as directed by the IRB.

If you cannot complete this form with a self-certified Digital ID, please contact the Office of Research and Sponsored Programs ([coi.disclosure@utoledo.edu](mailto:coi.disclosure@utoledo.edu)) for assistance.

This form must be completed by each person listed on/being added to an IRB study and submitted to the IRB for **Un-sponsored (unfunded) Studies** and **Internally Sponsored Studies** to assess actual or perceived external financial conflicts of interest.

This form must also be completed by personnel involved with **Sponsored (funded) Studies** who *do not* have a University login ID (UTAD username).

This form is *not* IRB study specific. It can be submitted to the IRB for multiple studies, as needed. Disclosures made on this form are valid for one (1) year.

**Your Name:**

**Your E-mail:**

### **Part 1 – Financial Disclosure**

**Yes**      **No** Do you, your spouse, significant other, or dependent children have or have had within the past twelve (12) months financial interests in an *external* entity (company, non-profit, or public agency) with activities that are related to your institutional responsibilities? External financial interests include: salary, consulting fees, honoraria, paid authorships, equity interests in a for-profit company or entity (stocks, stock options, or other ownership interests), intellectual property rights (such as royalties for patents or copyrights) not paid by UT, and reimbursed or sponsored travel (except from US government agencies, or higher educational institutions in the US).

For more information on COI disclosures, please see UT policy #3364-70-01. If you have any questions about your required COI disclosure, contact us by e-mail at: [COI.Disclosure@utoledo.edu](mailto:COI.Disclosure@utoledo.edu)

If you checked “yes” above, please describe your external financial interests in Part 2 of this form.

Please add your digital signature below using Adobe *Acrobat Reader*.

**Your Digital Signature:**



## Part 2 - External Financial Interests

You are not required to disclose any of the following: Income from mutual funds for which you do not control the investment decisions; income from seminars, lectures, or teaching engagements sponsored by US government agencies or institutions of higher education in the US; and royalty income from intellectual property generated from your invention licensed by UT.

Name of external entity	Interest owner: Self, spouse, dependent child	Interest amount	Type of interest: Salary, consulting fees, honoraria, stocks or options, intellectual property, reimbursed/sponsored travel, ownership position in company (list each separately)	Description (please describe the nature of each interest)