

rCOI User Guide for Reporters and Reviewers

(rev 9.17.2020)

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1. System Information

Access the rCOI site can be found by doing one of the options below:

- Follow the url: <http://mygrant.ors.hawaii.edu/rCOI>
- Click on the rCOI link in the myGRANT system

Please use a current version of Firefox, Chrome, or Safari.



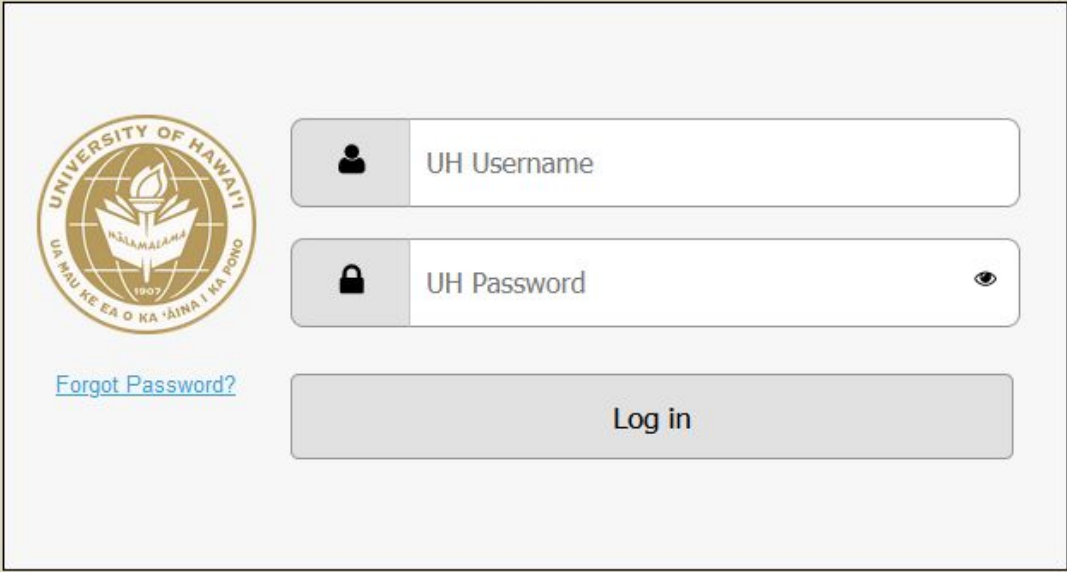
UNIVERSITY *of* HAWAII®

Welcome to the Research COI Reporting System

The purpose of the Research COI (rCOI) system is to have a disclosure or reporting mechanism for Investigators that is connected to UH research or extramural-funding information and records. As many COI disclosure requirements are mandated by funding agencies, this system serves to capture all the information necessary to meet those requirements with the least amount of burden placed on Investigators.

Login to rCOI module

- rCOI uses the UH CAS system that many other UH websites utilize. If you are already logged in to another system you may not be required to enter your login information again.



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Home screen

- The header contains navigation to different areas in the module depending on your permissions and the user Logout link.
- The home page of the system will display a list of your disclosures and what their current status is.
 - Statuses:
 - Expired – Your disclosure needs to be updated. Disclosures expire after one year.
 - Active – Your current disclosure is valid as it is within the one-year expiration.

- Submitted – Your disclosure is being reviewed. After you submit a disclosure the COI admin and two of your supervisors review your disclosure.
- Saved? – You have a disclosure that you have started work on but have not submitted.

[Open Current Disclosure](#)

Disclosures		
Id	Disclosure Submitted	Disclosure Status
2661		new
32	10-21-2017	archived - expired

2. Create or Update your disclosure




UH and RCUH employees who are investigators, co-investigators and/or senior key personnel listed on extramural projects are required to complete a conflict of interest disclosure at least annually. This disclosure is reviewed by their immediate supervisor, as well as one level of above their immediate supervisor (chair or dean/director level review), and the COI administrator to determine if there is a potential conflict of interest that would need to be addressed.


Home screen



- From the home screen, Click on the Open Current Disclosure button.
- You will be taken to your current disclosure to review.
 - The page is divided into several areas.



- The breadcrumb navigation – This displays the various steps required for completing a disclosure. Depending on the answers you provide in your disclosure, you will be required to complete the following sections:

- Instructions > Questions > Review
- Instructions > Questions > Entities > Relationships > Review
- The icon next to each section is there to help indicate the sections you need to complete and the ones that you have already done.
 -  – Section needing to be done.
 -  – Section completed.
 -  – Section that is not applicable or not available to you.
- The notification area – Just below the breadcrumb navigation bar the system may provide important messages for you.
- The page contents – The main area of the page. The area where you answer questions and complete information.
- The footer – This area contains the navigation that allows you to advance through your disclosure.


[COI Reporter](#) ▾ [COI Reviewer \(1\)](#) ▾
[Logout](#)
Michael Morimoto

✓ [Instructions](#) ✓ [Questions](#)  [Entities](#)  [Relationships](#) ✓ [REVIEW](#) [Update My Disclosure](#)

Your Disclosure was Approved by Victoria Rivera on 2020-09-15.

Question Answers

1. Do you or your Immediate Family have any Significant Financial Interests (SFIs) which could reasonably appear to be related to your Institutional Responsibilities?
 No

2. Do you or your Immediate Family participate in, or have any other financial transactions with a domestic or foreign Non-UH Entity that could create a potential conflict of interest with your Institutional Responsibilities?
 No

3. Do you or your Immediate Family hold any positions in or have any affiliations with a domestic or foreign Non-UH Entity that could relate to your Institutional Responsibilities?
 No

4. Please look up your immediate supervisor's UH email address.

- Click on the Update My Disclosure link in the breadcrumb bar



Instructions section

On the Instructions page review the information and policies regarding financial conflicts of interest and the responsibilities you have as UH employees to report them.

- Click on the Begin my disclosure button on the footer of the page.

such as research, teaching, consulting, professional practice, institutional committee memberships, or service on panels such as Institutional Review Boards or Data and Safety Monitoring Boards.

- **Significant Financial Interests (SFIs)** are defined as any of the following received in the past 12 months from Non-UH Entities, including:
 1. Remuneration (e.g., income, honoraria, payment for service) in excess of \$5,000, aggregated per entity;
 2. Equity interests (e.g., stock)
 - For publicly traded entities: value in excess of \$5,000, aggregated per entity
 - For non-publicly traded entities: ANY value;
 3. Royalties/income from intellectual property (e.g., patents, copyrights or trademarks) not partially licensed to and/or owned by UH;
 4. Sponsored Travel applicable to PHS-funded Investigators ONLY - Reimbursement or sponsorship for travel/lodging costs in excess of \$5,000, aggregated per entity.

Non-UH Entities include both domestic and foreign individuals, organizations and government agencies. See <https://www.hawaii.edu/research/foreign-influence/> for more information.

If you should have any questions about what is being asked you can contact the COI administrator at coi@hawaii.edu

Begin my disclosure

Questions section

You are presented with several questions relating to various types of involvement in different forms of financial interest. Please answer them to the best of your knowledge.

- Click on the question mark box to get an explanation of the question.
- If you have previously completed a disclosure the system will pre-populate the answers that you previously provided.
- The Add Comment button is available for you to use if you want to expand on one of your answers.
- Questions that need to be completed will be outlined in red.
- If you should have any questions about what is being asked you can contact the COI administrator at: coi@hawaii.edu

1. Do you or your Immediate Family have any Significant Financial Interests (SFIs) which could reasonably appear to be related to your Institutional Responsibilities?

Yes No

2. Do you or your Immediate Family participate in, or have any other financial transactions with a domestic or foreign Non-UH Entity that could create a potential conflict of interest with your Institutional Responsibilities?

Yes No

3. Do you or your Immediate Family hold any positions in or have any affiliations with a domestic or foreign Non-UH Entity that could relate to your Institutional Responsibilities?

Yes No

4. Please look up your immediate supervisor's UH email address.

- The last question is a lookup tool to locate your immediate supervisor's email address.
 - Click in the field and a popup box appears
 - Several search fields are provided.
 - Use the fewest possible fields.
 - It is suggested to use the following (ranked in order of convenience):
 - Immediate supervisor's username
 - An uncommon first or last name
 - Both first and last name
 - UH Email address
 - Select the appropriate person and click Return Selected.
- Click the Save and Continue button in the footer of the page.
 - If you have not completed all required fields on the page you will notice that this button instead says "Save Now, Complete later."
 - If you are not taken to the next screen please review the page for any areas circled in red. These areas need to be completed.

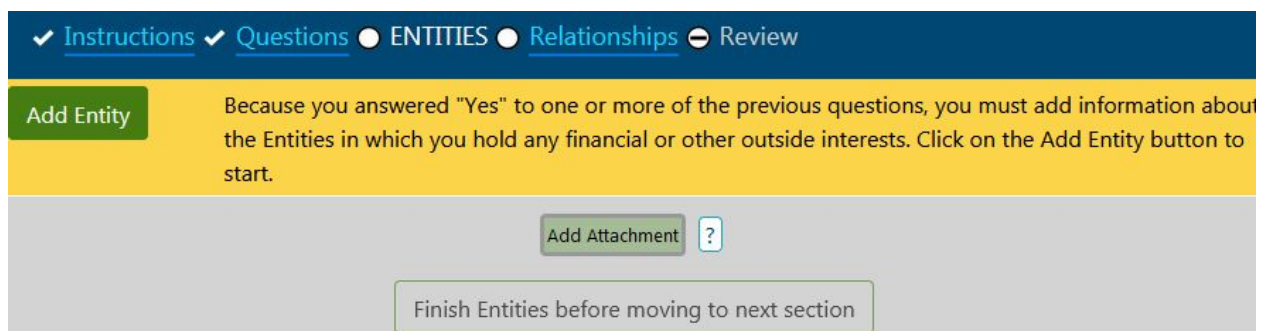
*** If you answered "No" to all of the questions on the Questions Section***

Please skip to the Review Section information below. If not, please continue reading.

Entities Section

On the Entities page you will be asked to identify the entity(s) you are associated with based on your answers in the previous section.

- Click the Add Entity button.



✓ [Instructions](#) ✓ [Questions](#) ● ENTITIES ● [Relationships](#) ⌵ Review

Add Entity Because you answered "Yes" to one or more of the previous questions, you must add information about the Entities in which you hold any financial or other outside interests. Click on the Add Entity button to start.

Add Attachment ?

Finish Entities before moving to next section

- In the provided pop-up box complete all the required fields.
 - The question mark boxes will provide more information about what is being asked.
 - The entity address is a search field that uses google maps to validate to actual addresses.
 - Please type in the street address or name of the entity and select the correct entry.
 - If you are not able to find the address or entity in the search, instead search for and select a general address of the city and country the entity is located AND use the Address manual Input field to enter the entity's full address.
- Once all nine red boxes have been completed, click the save button.
- Repeat the process of Adding Entities if you have more than one entity.
- Entities can be edited by clicking on their details or by using the Edit button.
- Comments are also available to you if you want to include further details or explanation.

- Click on the Move to next Section button at the bottom of the page. If the button is not clickable please review your entries and address all red boxes.

The screenshot shows a web interface for adding an entity. At the top, there is a navigation bar with tabs for 'Instructions', 'Questions', 'ENTITIES', 'Relationships', and 'Review'. Below this is a modal window titled 'Adding Entity' with a 'save' button. The form contains several sections, each enclosed in a red box to indicate required information:

- Entity Name:** A text input field.
- Type of Entity:** A dropdown menu with a question mark icon and the text '-- select --'.
- Entity Address:** A section containing:
 - 'Selected Address:' label.
 - 'Address Search:' label and a text input field.
 - Text: 'Trouble finding the specific address? Click ? for instructions.'
 - 'Address Manual Input, if needed:' label and a text input field.
- Select address type:** Two radio buttons labeled 'Business' and 'Private Residence'.
- Please describe this Entity:** A large text area for a description.

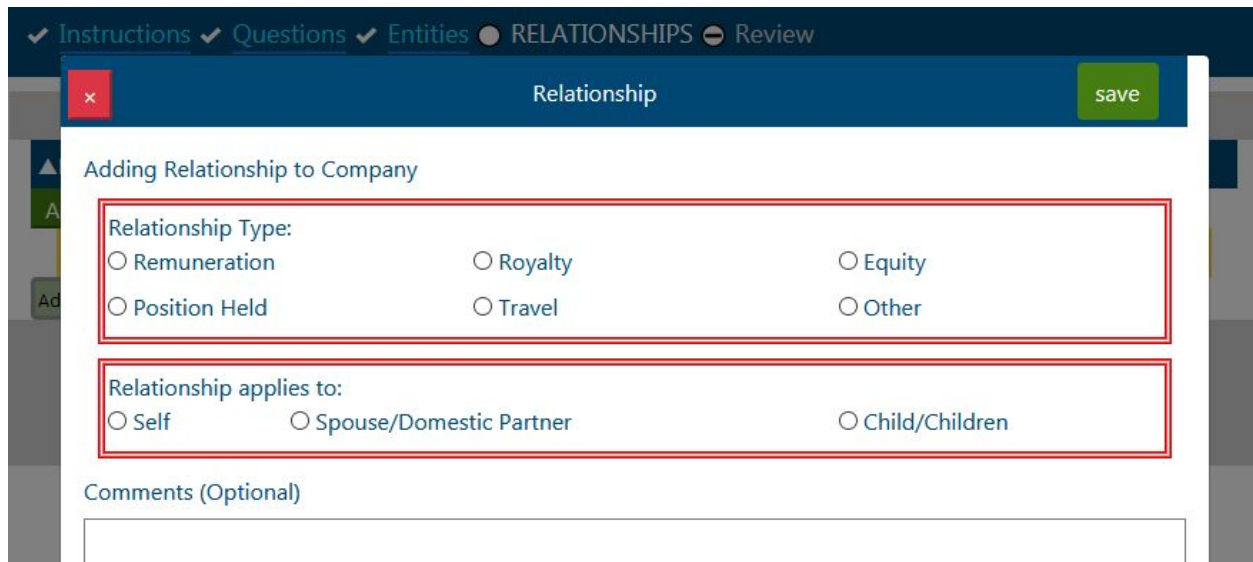
Relationships Section

This section allows you to explain how you are financially associated to the entity(s) that you have added. For each Entity you created you will need to add at least one relationship. It is possible to have more than one relationship with an entity.

- Click the Add Relationship button.



- Complete the items marked in red.
- Repeat the process for each relationship you or your family has with each entity.
- Comments are also available to you if you want to include further details or explanation.
- Click on the Move to next Section button at the bottom of the page. If the button is not clickable please ensure you create at least one relationship for each entity and address all red boxes.



Review Section

The system provides you the opportunity to review and acknowledge that the information that you have previously provided is accurate and complete before it is sent for review.

- Review the information that you have entered and scroll to the bottom.

- Review the certification and Click the box to acknowledge that you understand.
- Click “Ok,submit for approval” button.

Check here to certify that:

1. I have read and understand the University of Hawai'i conflicts of interest policy and procedures;
2. The information in my disclosure is accurate and complete; and
3. I will update my disclosure within thirty days of any change to my significant financial interests or other conflicts of interest.

OK, submit for approval

- After the system processes your submission, you will get a confirmation message that your disclosure was submitted on the notification bar at the top of the screen.

✓ [Instructions](#) ✓ [Questions](#) ✓ [Entities](#) ✓ [Relationships](#) ✓ REVIEW

Your disclosure was submitted for approval on 2020-09-15.

You have completed submitting your disclosure. You can exit the system. The COI admin and your supervisors will be reviewing your disclosure.

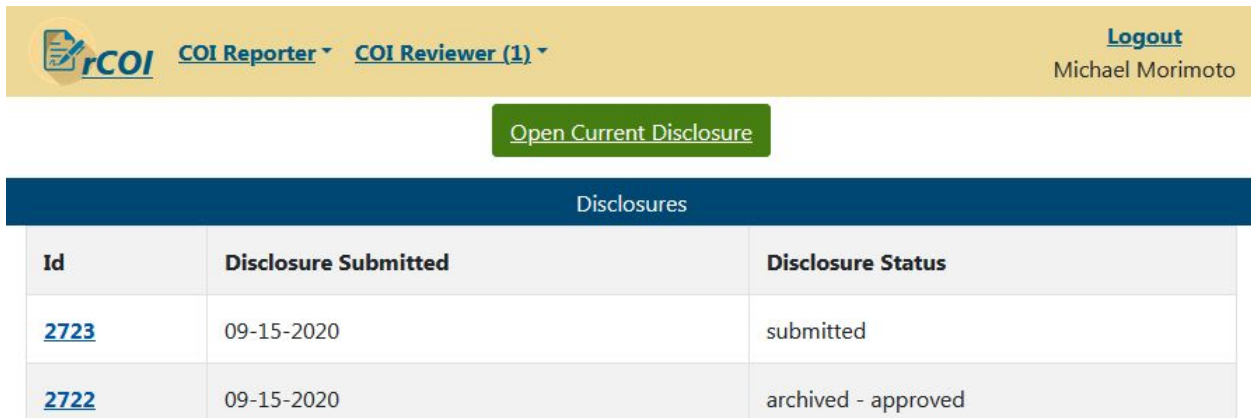
3. Review disclosure

The COI Administrator will assign the reporter's disclosure form to two levels of review: the reporter's immediate supervisor and one level above their immediate supervisor (typically this would involve Chair or Dean/Director level review). Reviewers will be notified by system email when a disclosure is assigned to them for review. It is the responsibility of the reviewer to make a recommendation for each of the faculty member's extramural awards to the COI admin if the reporter may have a conflict of interest with an entity. The final level of review and a final disposition is done by the COI Administrator.

Home screen

On the header area of the screen, reviewers will see a link for COI Reviewer. A number will also be displayed to indicate the amount of reviews you have pending.

- Click on the COI Reviewer menu
- Click on the My Review Requests link.



The screenshot shows the top navigation bar of the COI Reviewer interface. On the left, there is a logo for 'rCOI' and a dropdown menu with 'COI Reporter' and 'COI Reviewer (1)'. On the right, there is a 'Logout' link and the user's name 'Michael Morimoto'. Below the navigation bar is a green button labeled 'Open Current Disclosure'. Below the button is a table with the following data:

Disclosures		
Id	Disclosure Submitted	Disclosure Status
2723	09-15-2020	submitted
2722	09-15-2020	archived - approved

Reviewer Dashboard

This page is similar to the home screen except that instead of seeing a list of your disclosures it instead shows a listing of disclosures waiting for your review. You can access your previous reviews from the Review History button.

- Click on the ID number of the disclosure.
- Once reviewed, a disclosure will be moved from this dashboard into your Reviewer History



Reviewer Dashboard

Show 10 entries

Search

Id ↑ ↓	Reporter	Review Requested ↑ ↓
2724	Royce Hanada	09-15-2020

Disclosure review screen

The disclosure review screen combines all the separate screens used during disclosure creation into one convenient page. You will find the page navigation and submit button in the top blue bar instead of on the bottom, where it is located when creating a disclosure.

- Review the information that was provided by the reporter.
- The Add Comment buttons are available for you to use if you want to comment on any answer.
- If the reporter answered any of the screening questions with a “Yes”, you as a reviewer are required by the system to make a disposition on each of their new awards.
 - You can do this in two ways:
 - Either by scrolling down to the award section
 - Use the Next Required Disposition button located in the top blue bar.
 - Disposition options are:
 - No-Conflict – There are no relationships disclosed, or none of the relationships disclosed have the potential to influence the Reporter's objectivity or judgment in fulfilling their Institutional Responsibilities.
 - Potential Conflict - One or more relationships disclosed have the potential to influence the Reporter's objectivity or judgment in fulfilling their Institutional Responsibilities.
 - Mgmt Plan - You recommend that a COI Management Plan be implemented to maintain and monitor the Reporter's objectivity or judgment in fulfilling their Institutional Responsibilities.
 - Unsure - You need assistance from the COI Administrator in determining whether one or more relationships disclosed have the potential to influence the Reporter's objectivity or judgment in fulfilling their Institutional Responsibilities.



Disclosure submitted by Royce Hanada 2020-09-15

Complete Review

Add Attachment ?

Question Answers

1. Do you or your Immediate Family have any Significant Financial Interests (SFIs) which could reasonably appear to be related to your Institutional Responsibilities?
 No
[Add Comment](#)
2. Do you or your Immediate Family participate in, or have any other financial transactions with a domestic or foreign Non-IUH Entity that could create a potential conflict of interest with your Institutional Responsibilities?

- Once all dispositions have been made, the button in the top blue bar that previously said Next Required Disposition is now green and says Complete Review. Click on this button to complete your review and notify the COI administrator that your task has been completed.



- A confirmation message will appear in the notification area stating the date that your review was completed. Once you receive this message your task is complete. You can exit the system.



[COI Reporter](#) ▾

[COI Reviewer \(0\)](#) ▾

[Logout](#)

Michael Morimoto

Disclosure submitted by Royce Hanada 2020-09-15 (Review completed 2020-09-15)