

PROPOSAL

Departmental Research Administrator (DRA) works with PI to complete an Investigator Form (IF).

PI completes and signs the IF, identifying all Investigators on the project.

DRA verifies in eCompliance that Outside Interest Disclosure Forms (OIDF) are on file and current for all Investigators the PI listed on the IF.

DRA submits IF, eCompliance OIDF screen shot documentation, and Subrecipient Commitment Form(s) (if applicable) with the grant application to OSPA.

OSPA reviews (1) the IF and eCompliance screen shot documentation submitted by DRA for completeness and accuracy and (2) the Subrecipient Commitment Form(s) to verify that the subrecipient(s) has certified that it has a publicly accessible COI policy compliant with PHS regulations.



OSPA notifies COI Office upon Notice of Award.

OSPA notifies COI Office upon request for Pre-Award Account.

OSPA notifies COI Office when working on a continuation application or annual progress report.

Alert OSPA/COI Office to any non-subrecipient external (non-MU) Investigator(s) on the project.

Alert OSPA/COI Office if an OIDF is not current.

If applicable, send the Subrecipient Commitment Form to be completed by each subrecipient.

If the subrecipient(s) does not have a compliant COI policy, alert OSPA/COI Office.

For continuing awards, OSPA works with PI to (1) complete an IF or (2) verify that the IF on file is accurate.

COI Office notifies, by email, the PI and all other MU Investigators on the project of COI requirements should the proposal receive funding. COI Office copies OSPA and DRA.

OSPA submits the proposal. Following proposal submission, OSPA notifies the COI Office via eCompliance Proposal Notification, scanning and attaching the IF and, when applicable, including subrecipient information.

COI Office communicates with (1) subrecipients that do not have a compliant COI Policy to guide them in adopting the FDP Model Policy or obtains approval to subsume the subrecipient(s) under MU's policy and/or (2) external (non-MU) Investigators to obtain disclosure form(s). COI Office notifies OSPA as certifications and disclosures are obtained.

AWARD

OSPA notifies COI Office via eCompliance Award Notification upon any indication of funding or intent to fund. OSPA uploads the project's Scope of Work to eCompliance.

COI Office notifies, by email, the PI and all other MU Investigators on the project of COI requirements, including training (before expenditure of funds) and reporting of sponsored travel (while working on the project), before expenditure of funds and while working on the project. COI Office copies OSPA

COI Office initiates review for FCOI. For any identified FCOI, COI Office works with the Investigator to create a management plan. Upon final approval, COI Office submits the FCOI report to the sponsor.

COI Office notifies, by email, OSPA when all requirements have been met, permitting the expenditure funds. The notification indicates either (1) there is no FCOI related to the project or (2) an FCOI report has been submitted to the sponsor.

OSPA prints the notification from COI Office and places it in the project's file. OSPA sets up the award.

KEY: Principal Investigator

DRA

OSPA

COI Office