COI Step 1: Creating COI Disclosures in IRBNet

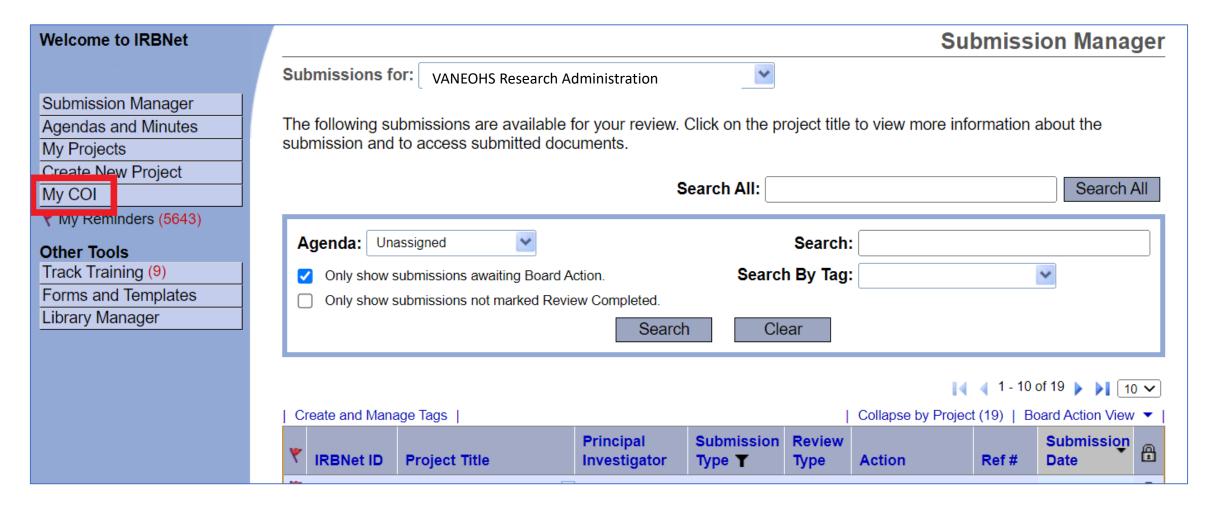
Instructions for PIs and Co-Investigators

https://gov.irbnet.org/release/index.html

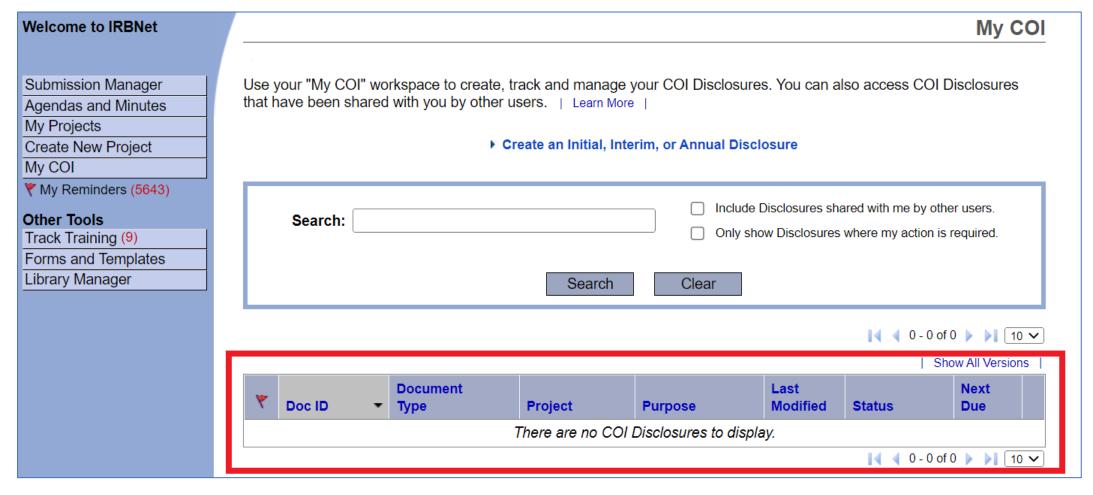
Information needed for your COI Disclosure

- Sponsor of study (if any)
- Funding source (if any)
- Is this a Cooperative Studies Program (CSP) study? (yes/no)

To create a new COI, select "My COI"

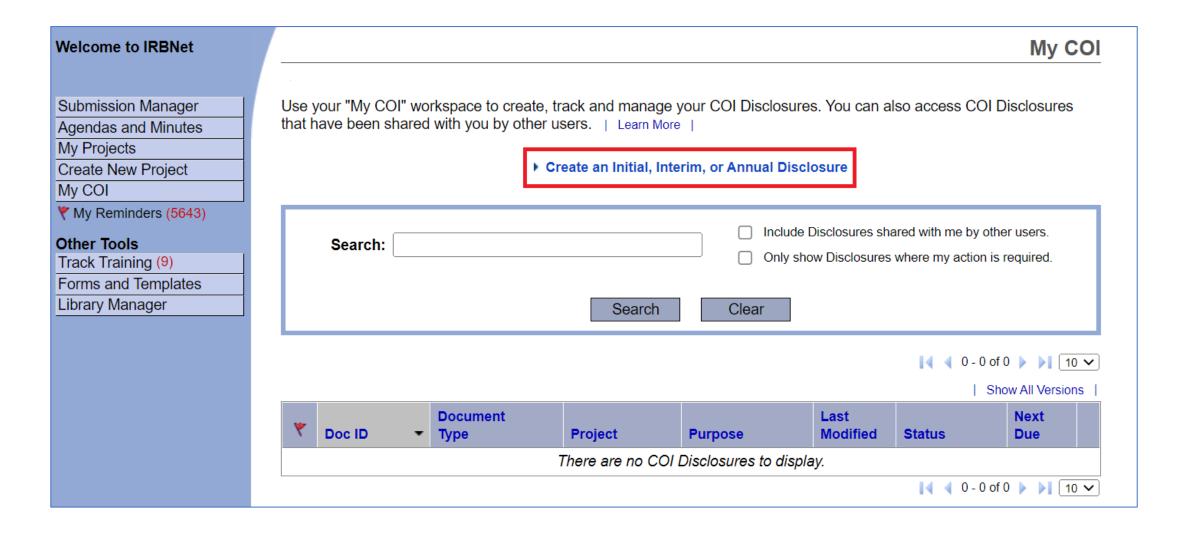


You will be brought to the COI workspace

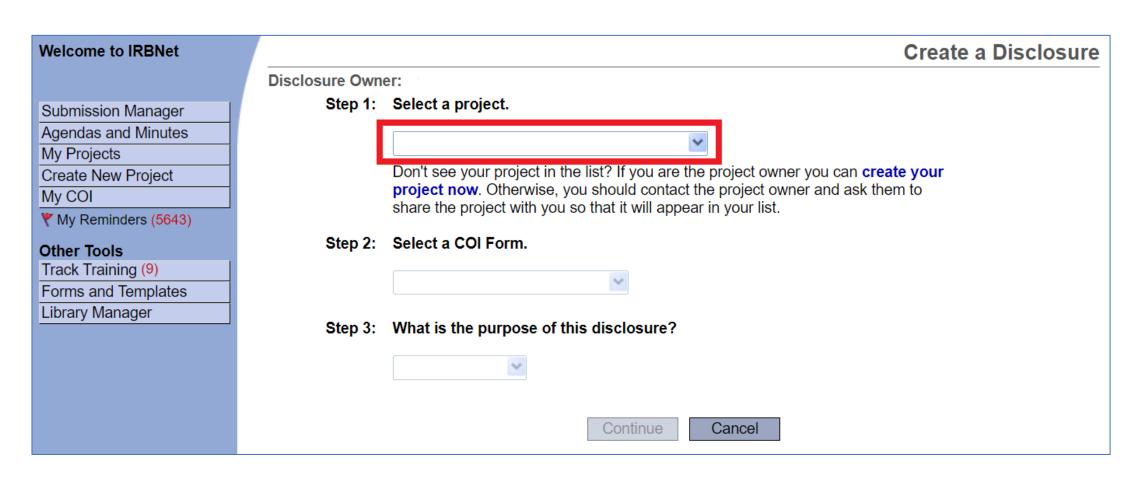


Any COI Disclosures you have completed or partially completed should be listed in this workspace

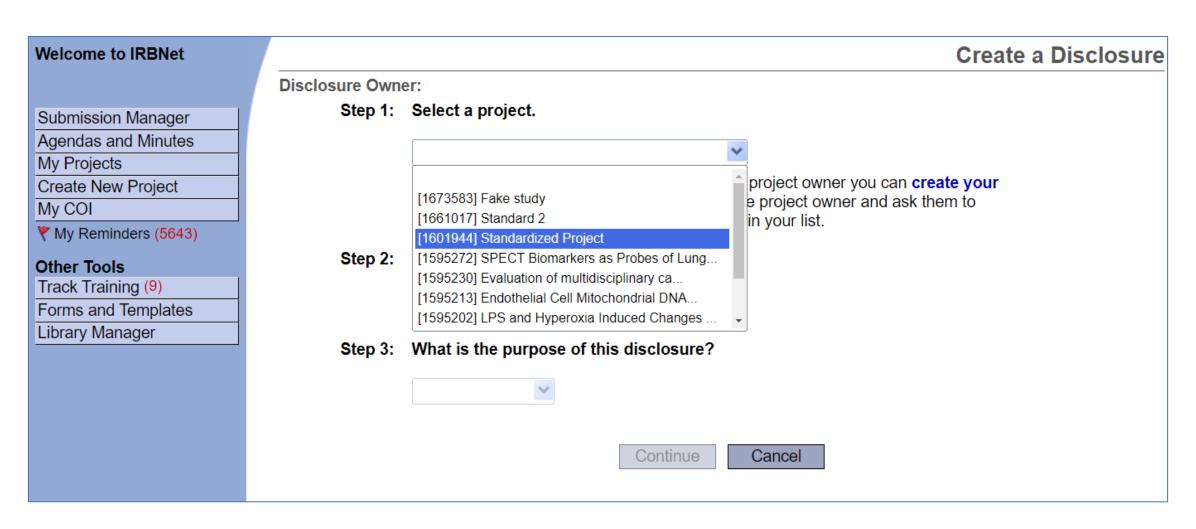
Select "Create an Initial, Interim, or Annual Disclosure"



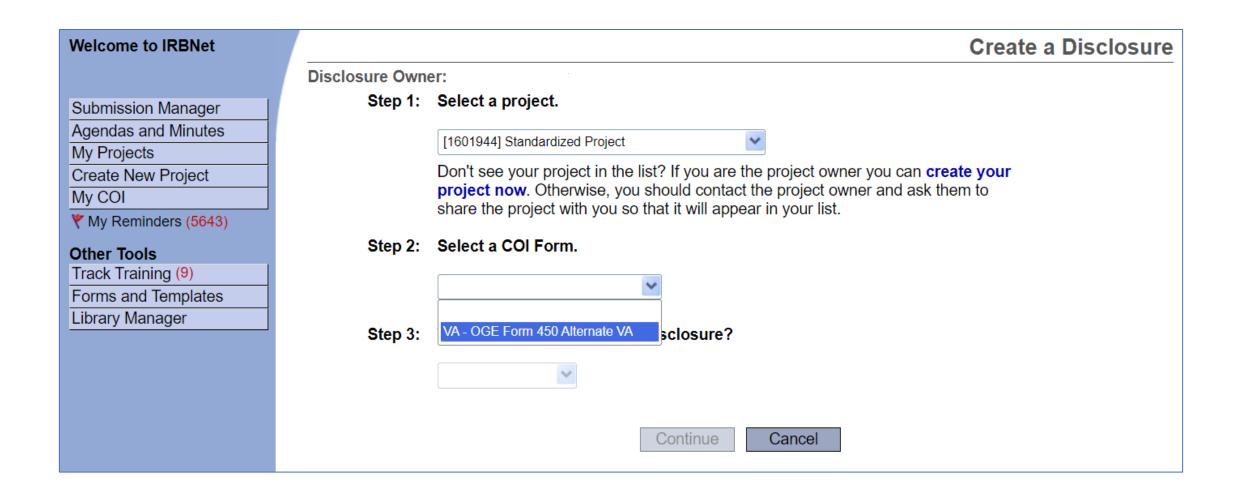
Select the drop-down menu under "Select a Project"



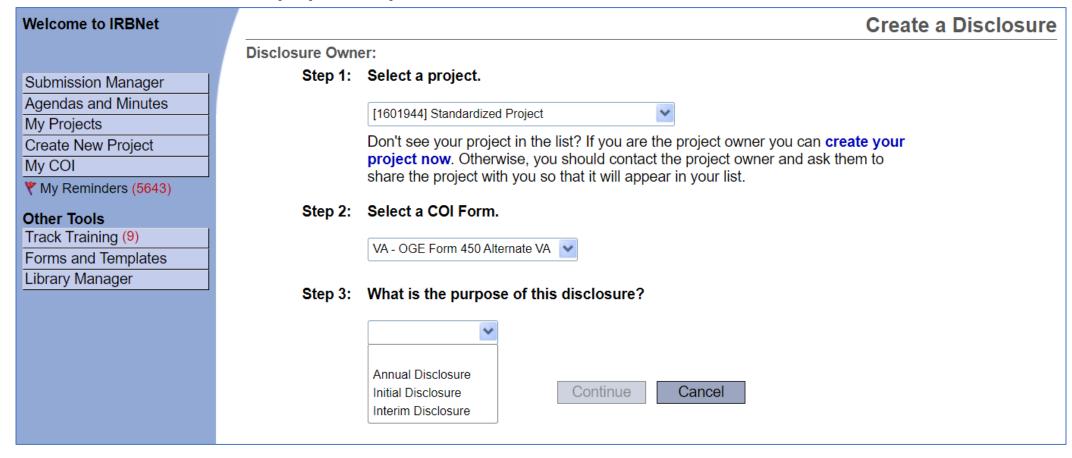
Select the project (i.e., study) for which you want to create a COI



Select "VA – OGE Form"

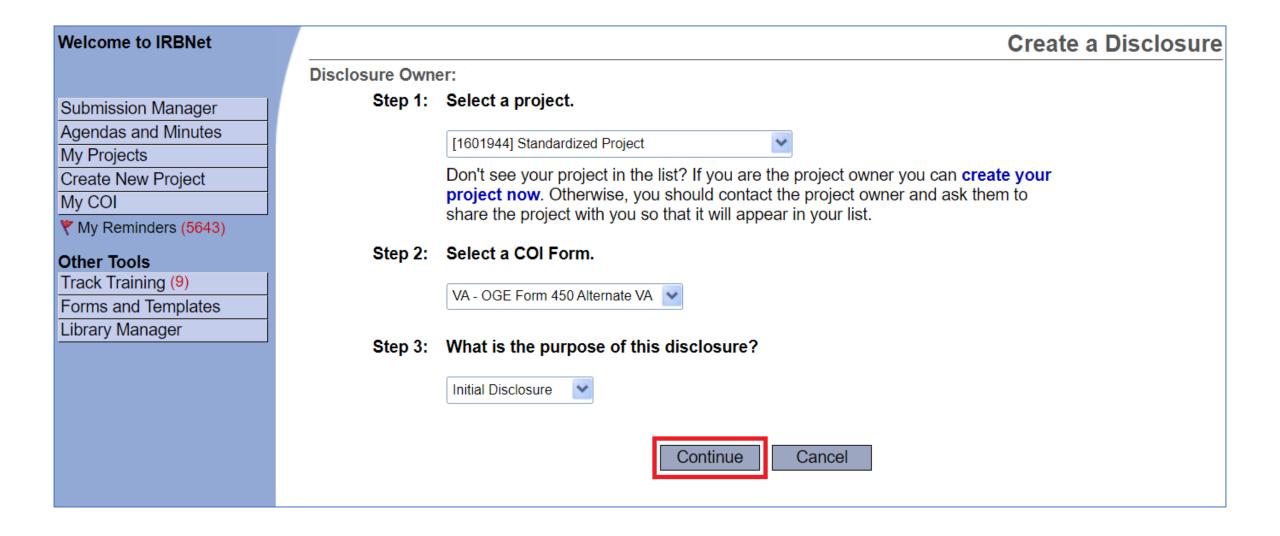


Select the appropriate Disclosure

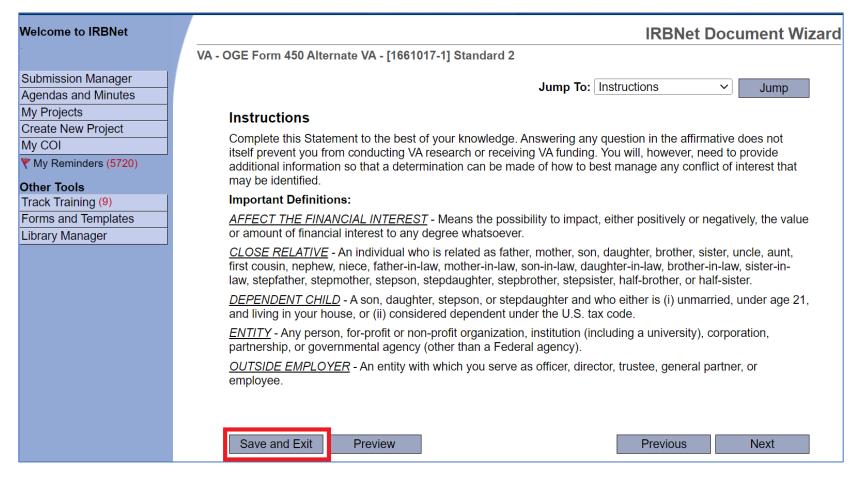


- Annual Disclosure Submitted at time of continuing review/status report
- Initial Disclosure Submitted at time of new study submission

Select Continue

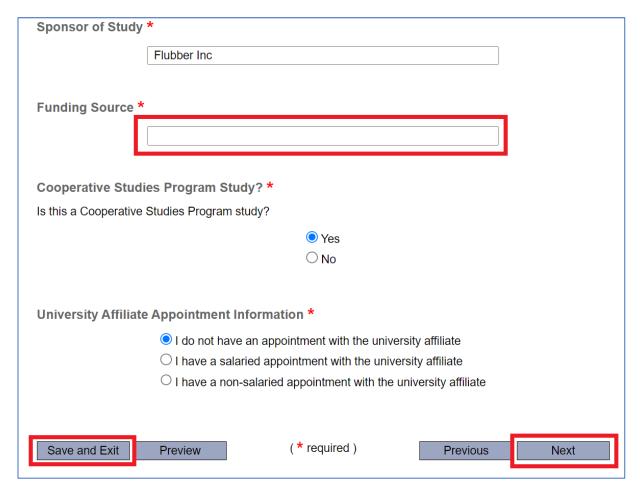


You will be brought to the OGE Form Wizard, i.e., COI Disclosure Form



If you ever need to save and come back later, select "Save & Exit"

Saving answers in OGE Form Wizard



If any questions are not answered on a page in the Wizard, you will not be able to "Save and Exit" or go to "Next" section without losing **all** data on the page

Questions about the OGE Form Wizard

If you are unsure what a question is asking, contact:

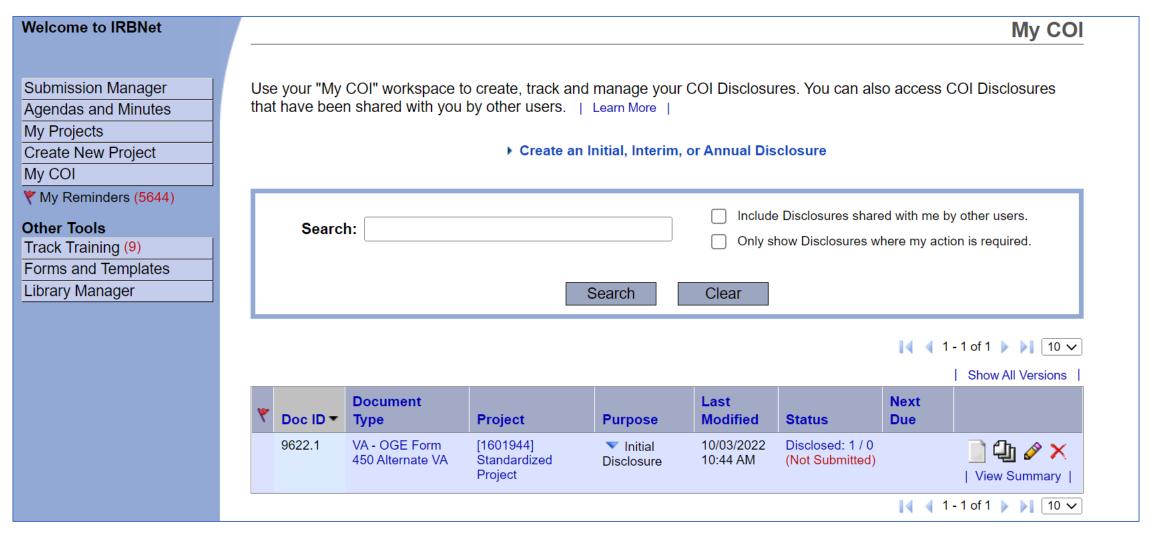
Research Service AO, <u>Holly.Henry@va.gov</u>

If you are having difficulty with IRBNet or the wizard, contact:

VHACLEVAIRRS@va.gov

If **any** question is left unanswered in the OGE Form Wizard, the form will be incomplete and **cannot be submitted**

Once the OGE Form Wizard is completed, it will be listed in the "My COI" workspace

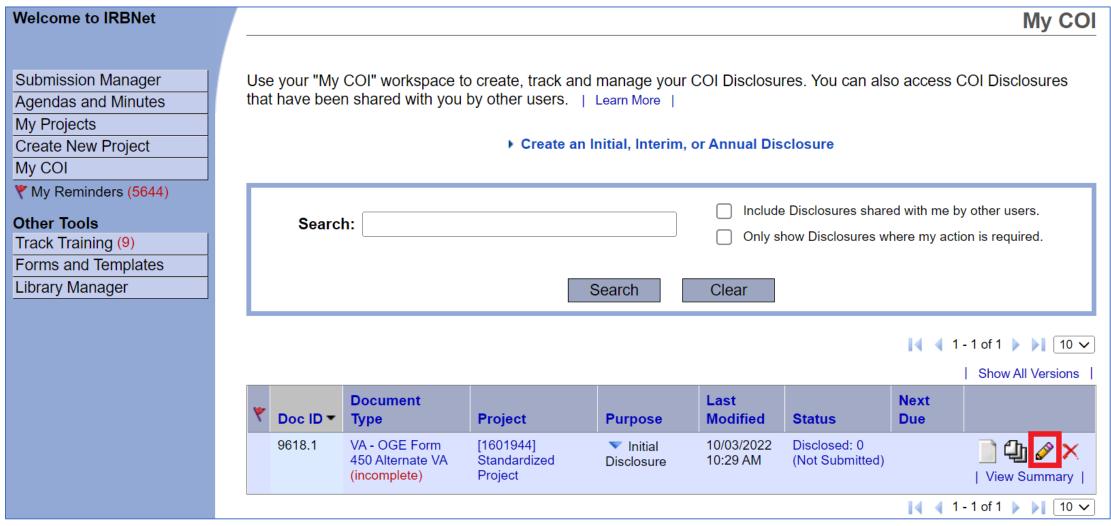


If the OGE Form Wizard is incomplete, the submission will be marked (incomplete)

Welcome to IRBNet	My CO							
Submission Manager Agendas and Minutes My Projects Create New Project My COI	Use your "My COI" workspace to create, track and manage your COI Disclosures. You can also access COI Disclosures that have been shared with you by other users. Learn More • Create an Initial, Interim, or Annual Disclosure							
♥ My Reminders (5644) Other Tools Track Training (9) Forms and Templates Library Manager	Search: Include Disclosures shared with me by other users. Only show Disclosures where my action is required. Search Clear							
							 	-1 of 1 10 V
						1		Show All Versions
	♥ Doc ID ▼	Document Type	Project	Purpose	Last Modified	Status	Next Due	
	9618.1	VA - OGE Form 450 Alternate VA (incomplete)	[1601944] Standardized Project	▼ Initial Disclosure	10/03/2022 10:29 AM	Disclosed: 0 (Not Submitted)		☐ ♣ 🏈 🗙 View Summary
							[4 4 1	- 1 of 1 🕨 🔰 10 🗸

Incomplete OGE Form Wizards cannot be submitted

You can finish incomplete forms by selecting the pencil icon and answering questions



If you are not the PI or study coordinator, contact the PI or the study coordinator to let them know that your COI Disclosure is ready for submission. You are now done with the COI Disclosure.