Protocol Specific COI (PSCOI) Disclosure Instructions

To create a PSCOI disclosure, login to RUSH’s Research Portal and complete the following steps.

1) From the main portal page, click the Master Project tab (located at the top green menu bar).

2) From the My Administrations page, enter the ORA number in the text box shown below and press the Enter key. Be sure ‘ID’ is displayed in the Filter by dropdown menu.

3) Click the hyperlink of the ORA study name. This will take you to the Master Project Summary Workspace page.

4) From the Master Project Summary Workspace page, scroll down until you reach the Create section (located on the left column of the page), and click the Conflict of Interest button.

5) From the Welcome page begin your disclosure. Answer all three questions with a red asterisk (*). Note: A red asterisk (*) indicates a required field and must be answered before moving on to the next page. After answering each question, click the Continue>> button along the right. This will take you to the COI Role Study page.
6) From the COI Role Study page, scroll down until you reach the section Role in Study and choose your role(s) for that specific study. Example is shown below.

7) Below the list of study roles, answer the next required question then click the Continue>> button along the right. This will take you to the COI Disclosure – Activity page.

8) From the COI Disclosure – Activity page, you will have the option to select one or more activities to report. Choose an activity to make a disclosure by clicking the +Add button.

a) A window will appear for you to add an Entity or Sponsor and the related financial or fiduciary activity. After answering all questions, click the Continue>> button along the right.

b) If the Entity or Sponsor is not listed in the dropdown list, Go back to the Master Project main page and scroll down until you reached My Activities (located on the left column of the page) and click the ‘Request New Prime or Direct Sponsor’ button. Provide the requested information and the entity will be added to the ‘Sponsor’ list.

9) After entering the activity information, you will be taken back to the COI Disclosure – Activity page where you will see a brief summary of your disclosure. When all activities have been reported, click the Continue>> button along the right. This will take you to the Explanation of the Conflict of Interest page.

10) From the Explanation of the Conflict of Interest page, explain in detail a) the reason of the activity, b) how the disclosed entity(ies) relates to this research protocol, and c) how the financial interest is or may be related to this research protocol. After entering your explanation in the text box, click the Continue>> button to the COI Financial Submission page.
11) When you reached the COI Financial Submission page, review the instructions and click the Continue button (upper right corner). You will be taken back to your COI disclosure page where you can submit your disclosure.

12) IMPORTANT: In order to submit your disclosure, you must click the Submit Disclosure button (located on the left column under My Activities). If you miss this step your disclosure will be incomplete.

13) If there is no missing information found in your disclosure, you will receive the Attestation Statement. Review the attestation, check the white box □ and click OK at the bottom of the page. A confirmation will be sent to your email that your PSCOI disclosure was successfully submitted. End

NOTE: On the attestation page for federally funded researchers, you are required to provide the date of your last FCOI training.