PCORI Online: Complete & Approve Conflicts of Interest (COI) User Guide

Research Awards

Updated as of 6/6/2018
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Section 1: Navigating PCORI Online

1.1 Logging into PCORI Online

2. Enter your User Name and Password, and click ‘Log in.’
   a. Check your email for a message from PCORI that contains login instructions.

Note: Your User Name is the email address you use when interacting with PCORI. If you have previously logged into the PCORI Online, your User Name will remain unchanged. You may need to reset your password by clicking on ‘Forgot your password?’ Navigate to the Appendix for further instructions.
3. Once signed in, you will be directed to the home screen. The home screen allows you to access **Advisory Panels**, **Merit Review**, **Engagement Awards**, **Research Awards**, the **Ambassador Program**, **D&I Awards**, and **Infrastructure Awards**.
   
a. Depending on the size of your screen, you may need to scroll down this page to access all of these areas.
1.2 Navigating to your Project

1. From the home screen, navigate to your projects by clicking the ‘Research Awards’ button.
2. Click ‘**My Projects**’ to view a list of all your current projects.

**Note:** If you navigate to the My Project page and do not see your project, please reach out to [pfa@pcori.org](mailto:pfa@pcori.org) in order to gain access to your project(s) in PCORI Online.
a. Click on the linked **Project Title** to view your project information on the **Project Detail** page.
Section 2: Completing & Approving Conflicts of Interest (COIs)

PCORI Awardees are required to complete and submit Conflict of Interest (COI) forms in PCORI Online. First, the Principal Investigator (PI) will complete a COI form on behalf of the project and submit it to the Administrative Official (AO) for approval. Next, the AO will review and approve the COI form or return it for further updates. The COI form should be completed and approved every year between the 11th and 12th month of the project. For example, if the project start date is January 1st, then the COI form should be completed and approved between December 1st and December 31st for each year until the end of the project. The PI and AO will receive an email notification 11 months after the last COI form has been submitted as a reminder to complete the next COI form.

This section provides guidance on:

- Completing the COI Form (PI)
- Submitting the COI Form for AO Approval (PI)
- Approving the COI Form (AO)
2.1 Completing the COI Form (PI)

1. On your project record, navigate to the COI & Expertise section.
2. Click the 'New COI & Expertise' button.
3. You will be brought to a new COI & Expertise form page. The first two fields, **Name of Recipient (Awardee Institution)** and **Name of PCORI-Funded Research Project** will automatically populate with information from your project.

4. The next section requests that you confirm the names and institutions of the PI and other Key Personnel on your project. Review the populated information to confirm that it is correct.

5. If the PI & Key Personnel information are correct, select the checkbox next to the **Above Key Personnel Names are validated** field.

Note: If the information in this section is incorrect, please reach out to help@pcori.org. Please note that all changes to Key Personnel require PCORI approval.
6. Once you have verified that this information is accurate, the page will expand with questions for you to answer. Begin by answering the first question, which asks whether or not the recipient has a COI Policy or Guidelines that meet the requirements of the federal financial COI regulations. Use the drop-down menu to select ‘Yes’ or ‘No.’
   a. If ‘Yes,’ continue to the second question on the form.
   b. If ‘No,’ the page will expand to include an additional question. Enter you answer in the box provided. Once you have answered the first question, continue to the next question in the form.
7. Answer the remaining questions on the COI form using the boxes provided.

8. After entering all information, click ‘Save.’

By submitting this form for approval, you certify that the above information is complete and true to the best of your knowledge and understand that this completed form, with these disclosures, will be made publicly available by PCORI in conjunction with the research findings relating to the Research Project. Both the Administrative Official and Principal Investigator must complete and submit one form.

9. After saving, you will be navigated back to the project page. To review the COI or make further edits, scroll down to the COI & Expertise section and click the applicable COI & Expertise Number to navigate back to the COI form. Until you submit the COI form for approval, you can return to the COI form and edit any of the information.

Note: You have not yet submitted the COI form to the AO for approval. Complete the steps in section 2.2 in order to submit the COI form to the AO.
2.2 Submitting the COI Form for AO Approval (PI)

1. To submit the COI form for AO approval, scroll down to the COI & Expertise section.
2. Click the COI & Expertise Number to navigate to the form.
3. After reviewing the answers provided, scroll down to the Approval History section to submit the COI form to the AO for approval.
4. Click the ‘Submit for Approval’ button.
5. In the pop-up box, confirm that you would like to submit the form by clicking ‘OK’.

**Note:** After clicking ‘OK,’ the form is no longer editable by the PI.

6. The page will refresh and an email notification will be sent to the AO indicating that a COI form has been submitted for their review and approval.

**Note:** The PI can scroll down to the Approval History section of the COI form to view the status of the approval.
2.3 Approving the COI Form (AO)

1. Once submitted for approval by the PI, the AO can now review and approve the COI form.
2. As the AO, navigate to the COI & Expertise section of the Project details page.
3. Click the applicable COI & Expertise Number in order to navigate to the COI form.

4. Review the form submitted by the PI.

**Note:** Prior to approving the COI form, the AO can provide any updates, if necessary, by following steps 6-9 in section 2.1.
5. Scroll down to the **Approval History** section.

6. Click ‘**Approve/Reject**’ to approve the COI form or request additional updates from the PI.

<table>
<thead>
<tr>
<th>Approval History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Step: AO Approval (Pending for first approval)</td>
</tr>
<tr>
<td>Reassign Approve / Reject</td>
</tr>
<tr>
<td>Approval Request Submitted</td>
</tr>
</tbody>
</table>

7. On the next screen, enter any comments as necessary. Next click ‘**Approve**’ to approve the submitted COI form or ‘**Reject**’ to return it to the PI for further updates.

![Approval Request](image)

**Note**: Once the AO approves the COI form, the PI will receive an email notifying them of approval. If the AO rejects the form, they should reach out to the PI offline notifying them that updates should be made to the COI form.
Appendix

In the Appendix of this document, you will find supplementary information and guidance that may be useful while using PCORI Online.

This section provides guidance on:

- [Retrieving a Lost Password](#)
- [Email Notifications](#)
A.1 Retrieving a Lost Password

2. If you do not know or have forgotten your PCORI Online password, click ‘Forgot your password?’ to retrieve it.
3. In the following screen, enter your username (i.e. your email address), and click ‘Reset Password.’
4. After submission, you will receive a system-generated email with instructions on how to reset your password.
A.2 Email Notifications

The following emails will automatically be sent to notify Awardees of the corresponding activities:

<table>
<thead>
<tr>
<th>Notifications</th>
<th>Recipient</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approaching COI Form deadline</td>
<td>PI, AO</td>
<td>If a COI form has not been submitted in the past 11 months, notification that the COI form should be submitted in the next 30 days</td>
</tr>
<tr>
<td>COI Expired</td>
<td>PI, AO</td>
<td>If a COI form has not been submitted in the past 12 months, notification that the COI has expired and should be submitted to remain in compliance with your contract</td>
</tr>
<tr>
<td>COI Form Review Process - AO Approval</td>
<td>AO</td>
<td>When the PI has submitted the COI form for approval</td>
</tr>
<tr>
<td>COI Form Approved</td>
<td>PI</td>
<td>When the COI form has been approved by the AO, the PI will receive an email notification</td>
</tr>
</tbody>
</table>