

Change to collection and routing of 700U disclosure forms

Background:

Current State law requires a wet signature on the 700U (Statement of Economic Interests for Principal Investigators) and that the form be held by the Conflict of Interest Office, as the office of record.

The SIO Contract and Grant office has been collecting original 700U's from the Business offices and forwarding them to the COI office.

Several system changes are underway that will ultimately change how we collect and route 700U's. When UCSD develops an eCOI system, the State will accept electronic disclosures from the PI. That system will populate the COI status information in the proposal record in Coeus (regardless of whether it's in the ePD stage or has moved into the institute proposal module).

Rationale for change:

The eCOI system is a year or more away. We are currently receiving most RES and disclosure forms and other proposal documents via email (pdf's). We also continue to collect the original 700U. When we move to ePD (likely sooner than eCOI), all documents will be exchanged in electronic form. But we still have to deal with the need for collecting and routing paper 700U's for another year or more, in order to remain in compliance with State law. (The original signed 700U paper forms in the possession of the COI office.)

Proposal process, effective until eCOI is available:

- 1) Business office continues to collect a signed original 700U and scans it as a pdf.
- 2) Business office emails the pdf to the COI office (coiforms@ucsd.edu) and copies the SIO Contract and Grant office (coeus@sio.ucsd.edu). In the email, the COI office is notified that the original forms for the referenced proposal number are being put in the campus mail to the COI office (Mail Code 0992)
- 3) Business office mails the originals directly to the COI office.
- 4) Pre-ePD: Upon receipt of email, the SIO Contract and Grant office pulls the proposal into the Coeus IP module, and creates a special review line for Conflict of Interest.
- 4) Post-ePD: The proposal creator will enter the individuals required to disclose in the Coeus ePD system, as part of preparing the proposal.
- 5) The COI office will review the disclosure form, and indicate an approval status in Coeus.
- 6) Should the proposal be funded, the SIO Contract and Grant office checks the Coeus proposal record before accepting an award.

Service agreement process, until eCOI is available:

- 1) Business office continues to collect a signed original 700U and scans it as a pdf.
- 2) Business office emails the pdf to the COI office (coiforms@ucsd.edu) and copies the SIO Contract and Grant office (coeus@sio.ucsd.edu). In the email, the COI office is notified that the original forms are being put in the campus mail to the COI office (Mail Code 0992). Business office also continues to include the pdf in the Purchase Order/Sales and Service Agreement packet that it sends to C&G (Andrea).
- 3) Business office mails the originals to the COI office.
- 4) The COI Office will process the forms via its standard workflow. If there is a positive disclosure, once the COI review is completed, the COI Office will provide a copy of the IRC letter via email to C&G.