



**Instructions for
Submitting Your
Annual Financial
Conflict of
Interest (FCOI)
Disclosure**

Creighton
UNIVERSITY

Office of the Provost
Research Compliance

FINANCIAL CONFLICT OF INTEREST (FCOI) DISCLOSURE

Do You Need to Submit?

You are required to submit an FCOI Disclosure **ONLY** if you meet the following criteria:

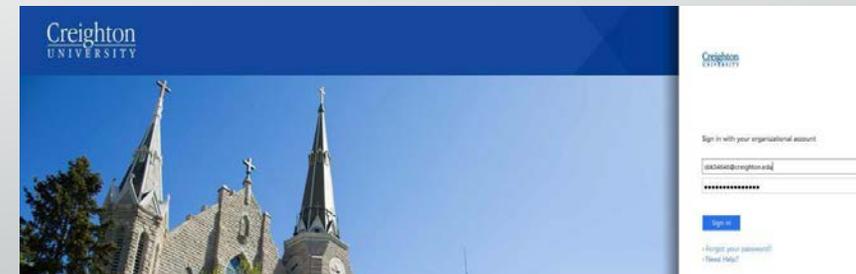
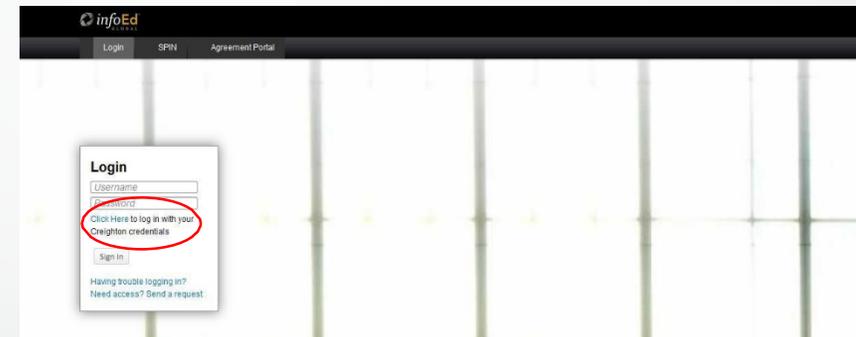
- Anyone involved in the design, conduct, or reporting of a funded research project including Creighton Faculty, Graduate/Professional Students, and Support Staff. This also includes anyone who applies for or receives research related funding in whole or in part by a non-Creighton source (i.e. NIH, LB595, CURAS).
- Any outside Investigators who conduct funded research under Creighton University review (ie. IRB or IACUC) including any subrecipients of research funding through Creighton University INCLUDING all CHI investigators and support staff.
- All members of a Research Compliance committee (i.e. IRB, IACUC etc.)
- A "Covered Official" as outlined in the [Institutional Conflict of Interest in Research Policy, No 3.1.24.](#)

Logging Into InfoEd: Creighton Employees and Students

<https://creighton.infoedglobal.com>

The Preferred Browser for InfoED is FIREFOX.

On the initial login page select 'Click Here' if you are a Creighton employee. You will be taken to the single sign on page. Enter your blue username and password, and login.



Logging Into InfoEd External Personnel & SOM Faculty who are CHI Employees

<https://creighton.infoedglobal.com>

If you have a netID enter it as your username and password. If your netID doesn't work or you don't have one and have not been given an InfoEd Login contact the Research Compliance Office (402-280-3200 or researchcomped@creighton.edu) as we will need to create a profile for you



Conflict of Interest Widget

On the InfoED Homepage locate the “**Conflict of Interest**” Widget and select “**Create Initial Disclosure**”

The screenshot displays the InfoEd Global homepage with a navigation bar at the top containing links for Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, and Assignments. On the left side, there is a sidebar menu with options: Sponsored Projects, Financial Tracking, Human Protocol, Conflict of Interest, and SPIN. The main content area is divided into two columns. The right column contains instructions for Conflict of Interest (COI) Disclosure Submissions and IRB Submissions. Below this, a section titled 'Conflict of Interest' provides details about the annual disclosure period (July 1 - June 30) and the scope of the disclosure. Underneath, a 'Discloser Profile' section lists fields for ID, Name, Title, Department, and Last Disclosure, with the last disclosure status shown as 'None on file'. A red circle highlights the 'Create Initial Disclosure' button at the bottom of the page.

infoEd
GLOBAL

Home My Profile Locate My Records Locate Records Calendar Messages Assignments

Sponsored Projects
Financial Tracking
Human Protocol
Conflict of Interest
SPIN

Instructions:
Conflict of Interest (COI) Disclosure Submissions:
Instructions and requirements for completing your Annual FCOI Disclosure can be found on the [Creighton Conflict of Interest Website](#). Click on the "Create Initial Disclosure" Button in the Conflict of Interest Widget to begin your annual disclosure form.

IRB Submissions:
For instructions on how to complete the IRB submission process for initial applications, modifications, continuing reviews, and terminations, please refer to the [Creighton IRB Website](#). You can also access templates for forms, guidance tools, and more information pertaining to InfoEd and the Creighton University IRB.

Conflict of Interest

All Individuals who are required to submit an annual Financial Conflict of Interest (FCOI) Disclosure must do so during the annual disclosure period (July 1 - June 30). The FCOI Disclosure covers current financial relationships, remuneration received within the past 12 months and/or current equity interest expected to be held in the coming disclosure period.

Discloser Profile

ID
Name
Title
Department
Last Disclosure **None on file**

You are responsible for submitting an updated FCOI Disclosure within 30 days of acquiring any new or additional financial interests/relationships that would constitute a Significant Financial Interest under Creighton University's Policy 3.1.10. Feel free to contact COI@creighton.edu with any questions or concerns.

Create Initial Disclosure

Filling out and Submitting the eForm

Begin filling out the Disclosure eForm.

Remember to select the "Submit" button at the top right when finished.

ONLY CLICK SUBMIT ONCE.

INSTRUCTIONS

Complete this disclosure only if you meet this following criteria:

- 1) Anyone involved in the design, conduct, or reporting of a funded research project including Creighton Faculty, Graduate/Professional Students, and Support Staff. This also includes anyone who applies for or receives research related funding in whole or in part by a non-Creighton source (i.e. NIH, LB595, CURAS).
- 2) Any **outside** Investigators who conduct **funded** research under Creighton University review (ie. IRB or IACUC) including any sub-recipients of research funding through Creighton University.
- 3) All members of a Creighton University Research Compliance committee (i.e. IRB, IACUC, etc.)
- 4) A "Covered Official" as outlined in the [Institutional Conflict of Interest in Research Policy, No. 3.1.24](#).
- 5) A CHI Health employee who conducts **funded** research under Creighton University review, and/or I am applying for research funds/ the sub-recipient of research funds through Creighton University.

Report all financial interests/relationships currently held, or held within the past 12 months (or during the previous calendar year for annual disclosure), unless otherwise stated, indicating the amount of the financial interest/relationship and the entity or organization. This form must be updated within 30 days of acquiring any new or additional financial interests/relationships.

Close

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Form History

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Submit

Complete

**IF YOU HAVE ANY
QUESTIONS – PLEASE
CONTACT**

- **Research Compliance Office**
- **402-280-3200**
- **ResearchComp@Creighton.edu**

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