

Electronic Conflict of Interest Forms



eRA is introducing a way for NIH peer reviewers to *electronically* fill out and sign DHHS Conflict of Interest forms indicating a real or apparent conflict of interest or no conflict with the grant application(s) to be reviewed at a study section. These electronic Conflict of Interest forms (eCOI) will be available in the Internet Assisted Review module in **December 2007**. The electronic forms will co-exist with the paper forms. There is no change in the NIH conflict of interest policy with the introduction of these electronic forms. See http://grants.nih.gov/grants/peer/COI_Information.pdf for rules regarding Conflict of Interest for NIH Peer Reviewers.

Highlights

- A new feature ‘Allow eCOI Submission’ has been added to the Control Center of the Internet Assisted Review (IAR) module to provide a way for Scientific Review Administrator (SRA) to control access to the Electronic Conflict of Interest forms by reviewers. This feature appears under the IAR Phases & Options section of the Control Center.
- When this option is enabled, reviewers will see links on the List of Meetings Screen under the ‘Action’ column to access both Pre-meeting and Post-meeting eCOI forms. (Note: Post Meeting Form is not available for Mail Reviewers)
- Reviewers sign the Pre-Meeting and Post-Meeting forms by clicking on the ‘I Certify’ button.
- A new IAR Track COI Forms Screen will enable the SRA(s) and Grants Technical Assistant(s) to see the signed forms and monitor signature compliance.
- The Committee Management office will see the signed forms via a new ‘Meeting Documents’ screen with links to the forms in the Committee Management module.
- If the reviewers fail to sign the Post-Meeting form, an email reminder will be sent to them after the review meeting.
- One form will be available per reviewer.

Frequently Asked Questions

- 1. Can a peer reviewer still use the paper form?**
Yes. The paper form will continue to exist along with the electronic form.
- 2. Where does the reviewer identify the conflict on the form?**
The reviewer does not identify the conflict on the eCOI form but should inform the Scientific Review Administrator (SRA) of the details.
- 3. How long will the electronic Conflict of Interest form be available for a particular meeting?**
The form will be available as long as reviewers have access to the Internet Assisted Review (IAR) module for that particular meeting.
- 4. How does an SRA suppress the email reminder?**
An SRA can turn off the ‘Allow eCOI submission’ option to suppress the email reminders to sign the Post-Meeting COI Form.
- 5. Who can edit the date/time on the SRG Minutes/Budget Form?**
The SRA or designee can edit the date/time on the SRG Minutes/Budget Form. Reviewers cannot modify the form since it is only available in read only mode once filled.