This guide serves to aid in creating and submitting conflict of interest disclosures.
**Welcome to ARC**

Our on-line ARC system streamlines the process of submitting, approving, tracking, and managing eIRB eCOI, and eIACUC applications.

*ARC is available via Internet connection 24 hours a day, 7 days a week.*

If you have any questions about the ARC system, the ARC HelpDesk is available during regular business hours at (813) 974-2880 and by email at RSCH-arc@usf.edu.
Accounts
In order to create and submit applications in ARC, you will first need to obtain an account by submitting a new user registration request.

New Account Registration
To open your new ARC account:

1. Go to the ARC Web Site: https://ARCresearch.usf.edu/prod/
2. Click Register Here on the right hand side of the page.
3. Complete the required fields ( * ) and provide your USF Net ID, Employee ID, and USF or affiliate email address.
4. Select all relevant roles, such as Study Staff, PI, Department Approver, etc.
5. Click Register.
6. Within two business days your new account will be activated and you will receive an e-mail containing your account information (i.e., User Name & Temporary Password).

Log In
1. Type your User Name in the login section on the right side of the ARC screen.
2. Type in your Password.
3. Click Log In.
Forgot Your User Name or Password?

If you ever forget your account credentials, you can have them emailed to you on the ARC Home page.

1. The **Forgot Password** and **Forgot User Name** options are available under **Need Help?**.

1. If you select **Forgot user name?**, you will be prompted to confirm your email address. Once confirmed, your user name will be emailed to you.
2. If you select **Forgot password?**, you will be prompted to confirm your user name and email address. Once confirmed, a new temporary password will be emailed to you. Upon log in, you will be required to change your password.

If you have forgotten both your user name and your password, select **Forgot user name?** first as it only requires your primary email address. After receiving your username, you can select **Forgot password?**.

**Account Changes**

It is important to keep your account information current. To make changes to your account, click your name in the upper right hand corner of your screen to open your account properties.

Then make the necessary changes and click **Apply**. **Note** - For changes to your department affiliation and assigned roles, you will need to contact the helpdesk.

To change your password, click on your name (as described above). On your Account page, click the **Account** tab. Type in your old password, your new password, and your new password again in their respective boxes. Click **Apply**.

**Conflict of Interest Disclosure**

If you or an immediate family member has a financial conflict of interest in research, you must disclose this information to the USF System Conflict of Interest Program. You can submit a disclosure upon submission of a grant application to one of the federal agencies or along with your applications to the Division of Research Integrity and Compliance if you are conducting research with human or animal subjects.

**Disclosing COI for Human Subjects Research**

1. If you plan to submit your IRB application to the USF IRB, please complete the application in eIRB prior to submitting your COI Disclosure. This will allow you to choose the applicable study in which a conflict exists.

2. If you plan to submit your IRB application to Western IRB (WIRB), All Children’s Hospital (ACH), the Florida Department of Health IRB, or other external IRB, you should submit the COI disclosure prior to submitting the application to the applicable IRB. This will ensure timely review and management of the conflict which must be in place prior to approval of the application.
Creating a new eCOI Disclosure
To complete a COI disclosure, log into ARC at https://arc.research.usf.edu/Prod. You will be on your “Home Page.” From this page, you can submit IRB, IACUC or COI applications.

To submit a COI disclosure, select **New COI Disclosure** which can be found under the “Create” heading on the left hand side of the page.

The application will open the disclosure **SmartForm** that gathers information on your research project.

**Working with Smart Forms**
All applications in ARC use SmartForms which present only those questions that are relevant to your application. It is important that you respond to each question displayed on the SmartForms. Required fields are marked with a red asterisk *.

You can answer text questions by typing directly into the text box or by pasting in text from other documents. **Add** function allows you to attach relevant documents or select your answer from a pre-populated list depending on the question.

Navigation controls are located in the navigation bar at the top and bottom of each page. Use the **Continue** and **Back** buttons to move to the next or last-viewed screen.
Use the SmartForm navigation controls instead of the controls in the browser bar (e.g., Internet Explorer, Firefox, Chrome, Safari, Opera).

Save your application by clicking **Save** or **Continue**.

**WARNING:** The **Back** button does not save changes. After you enter or edit data on a screen, click **Save** before going **Back**!

Use **Exit** to close the application and return to that application’s Workspace.

**WARNING:** Always **Save** before exiting!

Each section and question is numbered for easy navigation and reference. Numbering is consistent through all SmartForm applications; however, remember that only the relevant questions for each specific application are displayed.

Once new or revised data on a page has been saved, you can navigate directly to other sections and questions by using the **Jump To** drop-down menu. The title of the displayed page will be red. Items not relevant to this application will appear gray in the Jump To menu.

**WARNING:** After you enter or edit data on a screen, click **Save** before using **Jump To**! The Jump To menu does not save.

**Filling out the eCOI Disclosure Form**

Complete the application specific to the research project in which you have a conflict of interest.

1. Briefly describe in lay terms the purpose of the study in which you have a conflict:
2. There are different types of conflicts of interest; select the type(s) that best describe your situation.

3. For each type of conflict, include detailed information regarding the conflict that will assist the USF System Conflict of Interest Committee in managing it. Detailed information is included by
4. Identify the management controls currently in place to manage the conflict of interest you have in the research.

5. The last page is the Attestation page where you will select each of the boxes attesting to the information contained in the forms. Once you select each of the boxes, select “Finish” which will take you back to the home page of the disclosure. Please note that the disclosure has not yet been submitted!

Submitting the Disclosure

After completing the disclosure forms and answering all of the questions that are required, click “Finish” which will take you back to the home page of the disclosure. Then, select “Submit Conflict of Interest”
by clicking the button under “My Activities.” You can also withdraw the disclosure, should you choose to not take part in the research or if your conflict is eliminated.

When you select “Submit Conflict of Interest,” the system will identify any required questions that were not answered.

1. At any time while completing the disclosure forms, you can check for errors by clicking Hide/Show Errors at the top of the screen.
   - You can turn off this function by clicking Hide/Show Errors again.
   - Below is an example of a study with errors. If you click on the link under the Jump To column, it will take you directly to the page with the errors indicated.
   - When fixing errors, make sure to click the Continue button to save the changes and complete any new pages that may need to be filled out.
2. Submitting the conflict of interest disclosure form will route the application first to your supervisor and then to the USF System Conflict of Interest Administrator.

3. Your supervisor will acknowledge the disclosure or send questions back to you for review and comment.

4. To ensure the disclosure has been submitted, check the “Current State” of the application. In the top left hand corner of the home page, if the current state is “Pre Submission,” then the disclosure has not been submitted.

5. You can also assess whether or not a disclosure has been submitted by reviewing the History log. If submitted, you will see a new activity listed that shows COI Disclosure submitted.

6. Your submission will continue through the eCOI review process.

**Additional Information**

- Your Supervisor may have questions or concerns about the disclosure and will send them to you via the eCOI system. You must answer these questions within the system and send the disclosure back to your supervisor for additional review.

- You can withdraw your disclosure until it is in the hands of the USF System COI Program. Once the COI program receives the disclosure, you will not be able to withdraw or change the information unless requested by the COI Administrator.

- For more detailed information on accounts, how to navigate through eCOI, or how to create and submit a new disclosure, please feel free to contact the ARC Help Desk.

- The ARC Help Desk is available during regular business hours at (813) 974-2880 or RSCH-ecoi@usf.edu.