



Applications for Research Compliance PORTAL

## **eCOI Interest Inventory Manual**

This guide serves to aid in creating and submitting the conflict of interest inventory.

## Table of Contents

**Welcome to ARC** .....2

**What is an Interest Inventory?** .....3

**Accounts**.....3

    New Account Registration ..... 3

    Log In..... 4

    Forgot Your User Name or Password?..... 4

    Account Changes..... 5

**Conflict of Interest Inventory**.....5

    Creating the Interest Inventory ..... 5

    Working with Smart Forms ..... 6

    Completing the eCOI Interest Inventory..... 7

    Submitting the Interest Inventory ..... 9

    Post-Submission..... 9

        Responding to Requested Revisions ..... 10

        Updating your Interest Inventory ..... 10

        Annual Review ..... 11

## 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 Help Desk is available during regular business hours at (813) 974-2880 and by email at [RSCH-arc@usf.edu](mailto:RSCH-arc@usf.edu).

## What is an Interest Inventory?

Effective August 24, 2012, all investigators who are funded by or anticipate funding by PHS and Certain Federal Agencies, Foundations or Extramural Sponsors are required to complete a new COI Interest Inventory. The interest inventory application guides you through required training then through the process of disclosure of applicable interests and their relationship to your institutional responsibilities. Only one interest inventory application can be submitted per ARC account.

## 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://ARC.research.usf.edu/prod/>
2. Click **Register Here** on the right hand side of the page.

The screenshot shows the ARC website interface. At the top right, there is a 'Login' link. Below the navigation bar, the main content area is divided into sections. On the right side, under the heading 'Need an account?', there is a blue link 'Register Here' which is pointed to by a red arrow. Below this, under 'Have an account?', there are input fields for 'User Name' and 'Password', and a 'Log In' button. At the bottom right, under 'Need Help?', there are links for 'Forgot Password' and 'Forgot User Name'. The footer contains contact information for the Division of Research Integrity & Compliance and a copyright notice.

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**.

The screenshot shows the ARC Home page. On the right side, there is a login section. A red box highlights the login fields, which are numbered 1, 2, and 3. The fields are:

- 1 User Name:
- 2 Password:
- 3

Other elements on the page include the USF and ARC logos, a navigation menu on the left, and contact information at the bottom.

## 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?**.

The screenshot shows the ARC Home page. In the 'Need Help?' section, the 'Forgot Password' and 'Forgot User Name' links are highlighted with a red box. The links are:

- [Forgot Password](#)
- [Forgot User Name](#)

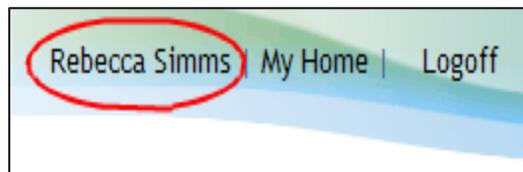
Other elements on the page include the USF and ARC logos, a navigation menu on the left, and contact information at the bottom.

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 Inventory

All investigators who are funded by or anticipate funding by PHS and Certain Federal Agencies, Foundations or Extramural Sponsors are required to complete an Interest Inventory. Only one interest inventory can be created per ARC account.

## Creating the Interest Inventory

To complete your COI Interest Inventory, log into ARC at <https://arc.research.usf.edu/Prod>. You will be on your "Home Page." To create an Interest Inventory, select **New COI Interest Inventory** which can be found under the "Create" heading on the left hand side of the page.

Page for Rebecca Simms

**Study Staff**

**Page for Rebecca Simms**

Welcome to your **Personal Page**, the starting point for all interactions with this site. Note the following:

- **Inbox** - Items appearing here require immediate action by you to speed your submission through the review process. Click on link to access an item.
- **Monitor** - Check the progress of your submissions using the other tabs. Items under these tabs do not require any action by you.

Inbox IRB IACUC Approved Studies Profile COI

Displays all items which require action by the study team. Click on links for more information.

Filter by ID Go Clear Advanced

ID	Name	Date Modified	Type	Owner	State	Last State Change
Pro00000269	medical students	8/20/2012 5:24 PM	Study		Pre Submission	8/20/2012 5:22 PM
RE1_Pro00000025	Reportable Event 1 for IRB Study #Pro00000025	8/20/2012 1:21 PM	Reportable Event	Max (IRB Staff), Orlando	Pre Submission	8/20/2012 1:20 PM
RE4_Pro00000133	Reportable Event 4 for IRB Study #Pro00000133	8/17/2012 9:34 AM	Reportable Event	Max (IRB Staff), Orlando	Pre Submission	8/8/2012 4:14 PM

This will bring you to the interest inventory **SmartForm**.

### 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.

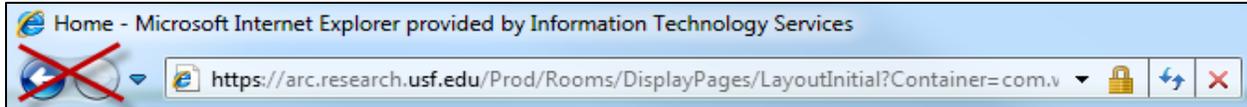
Navigation controls are located in the navigation bar at the top and bottom of each page. Use the **Continue** and **Back** buttons to move to the next or last-viewed screen.

USF UNIVERSITY OF SOUTH FLORIDA arc

Edit: Study - Pro00000127

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.1 Study Identification Continue >>

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.

## Completing the eCOI Interest Inventory

The Interest inventory begins with a training section which explains disclosure requirements, significant financial interests, and reporting requirements. Once you have progressed through the training pages, you will need to verify completion of the training by answering the affirmation statement in the Smartform.

After the training portion, you are routed to the section on Significant Financial Interests. Select the type(s) of interest that apply. Based upon your answers, you will be routed to additional pages to detail these interests.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - INV - Significant Financial Interests -> Continue >>

### Significant Financial Interests

**2.1 Please indicate which of the following Significant Financial Interests you (or an Immediate Family Member) have had over the previous 12 months\* that are Related to your Institutional Responsibilities (select all that apply):**

- Ownership Interest in an Entity Related to the Research
- Consulting
- Speaker's Bureau or Similar Speaking Engagements
- Advisory Boards
- Intellectual Property Interests
- Reimbursed or Sponsored Travel
- Paid Authorship
- Other COIs

*\*For Reimbursed or Sponsored Travel, please also disclose any anticipated travel over the next 12 months*

Neither I nor any of my Immediate Family Members have had any Significant Financial Interests Related to my Institutional Responsibilities within the previous 12 months.

eCOI

Once your interests have been added, questions are presented regarding current PHS funding. List all PHS-Funded research projects by selecting **Add**. Please include the project title, number, and PHS Awarding Agency.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - INV - PHS Funded Research Projects -> Continue >>

### Current PHS Funding

**3.1 \* Do you have any research projects that are currently funded by PHS and Certain Federal Agencies, Foundations or Extramural Sponsors? Please note that this question is not asking about proposed research, only funded projects.**

Yes  No Clear

**3.2 Please list all PHS-Funded research projects:**

**Add**

Title	Project Number	PHS Awarding Agency
There are no items to display		

eCOI

Once you have completed the Interest Inventory SmarForm, save your progress and select “Exit” or “Finish” if you are on the last page of the SmartForm. This will bring you to the application’s workspace where you can submit it for review.

## Submitting the Interest Inventory

After completing the Interest Inventory SmartForm, you can submit it for review by selecting the **Submit Interest Inventory** activity on the application’s workspace.

COI > Lilith Sternin-Crane's Interest Inventory

**Current State**

**Unsubmitted**

Edit COI  
Printer Version  
View Differences

**My Activities**

**DISC** Submit Interest Inventory  
(Interest Inventory Template)

**Interest Inventory for: Lilith Sternin-Crane** (COI-00000250)

Date Last Submitted: **\*\*PLEASE NOTE: Your Disclosure has not been submitted\*\*** Expiration Date:

Please use the "Submit Interest Inventory" activity on the left to submit for review.

Current PHS-Funded Projects?

Training Completion Date Training Expiration Date:

History Disclosures Change Log Reviewer Notes

Activity	Author	Activity Date
Interest Inventory Created	Sternin-Crane, Lilith	8/3/2012 5:22 PM EDT

Once you have submitted the Interest Inventory, the state will change to “Submitted.” The workspace will also display your training completion and expiration dates and your Interest Inventory’s expiration date.

COI > Lilith Sternin-Crane's Interest Inventory

**Current State**

**Submitted**

Edit COI  
Printer Version  
View Differences

**My Activities**

**DISC** Submit Changes  
(Interest Inventory Template)

**Interest Inventory for: Lilith Sternin-Crane** (COI-00000250)

Date Last Submitted: 8/22/2012 Expiration Date: 8/22/2013

Current PHS-Funded Projects? yes

Training Completion Date 8/22/2012 Training Expiration Date: 8/22/2015

History Disclosures Change Log Reviewer Notes

Activity	Author	Activity Date
Project Snapshot Generated	Sternin-Crane, Lilith	8/22/2012 3:21 PM EDT
View Project Snapshot		
<b>DISC</b> Interest Inventory Submitted	Sternin-Crane, Lilith	8/22/2012 3:21 PM EDT
Interest Inventory Created	Sternin-Crane, Lilith	8/3/2012 5:22 PM EDT

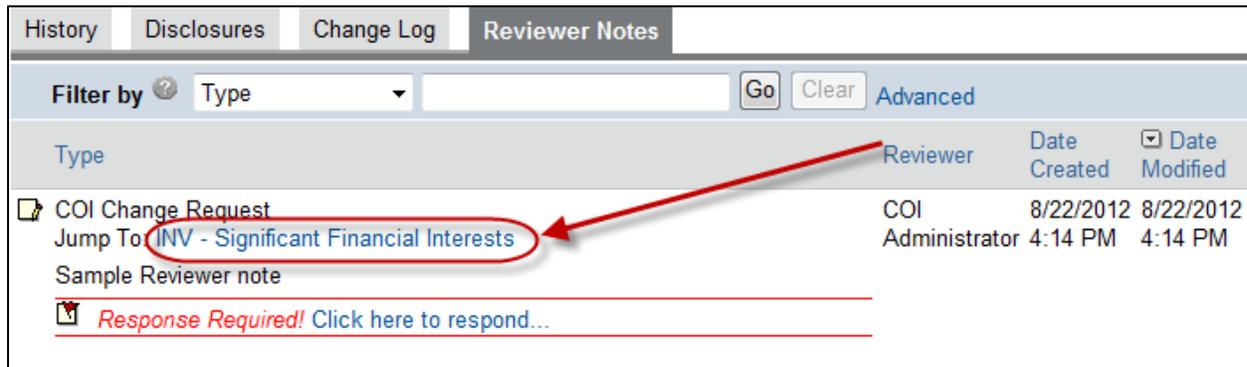
## Post-Submission

After submitting your interest inventory, it will no longer display in your Inbox. Instead, it will be listed under the **COI** tab of your home page.

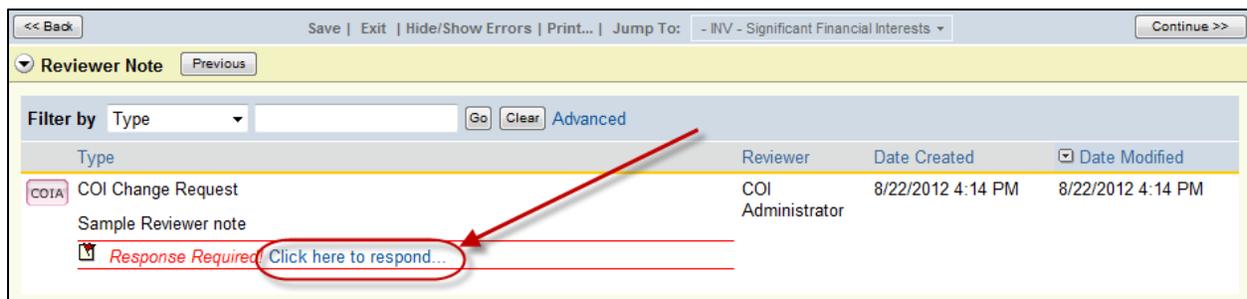
### Responding to Requested Revisions

A COI administrator can request revisions or additional information after reviewing your application. When revisions are requested, the application will return to your Inbox. To access the application:

1. Click the application Name in your ARC **Inbox** to open the application workspace.
2. Under the **Reviewer Notes** tab, you will find all notes that have been added. Each note provides a **Jump To** link that will take you to the page where the requested change needs to be made.



3. Respond to each change requested. Some changes may require changing your answer to a question in the SmartForm in addition to answering the note.



4. Be sure to **Save** before you **Exit** the SmartForm.
5. When you have completed all of the requests in the application workspace, you will need to submit the requested revisions via the **Submit Changes** activity.



After you have submitted your response, the application will no longer be displayed in your Inbox, but will still be listed under the **COI** tab on your home page.

### Updating your Interest Inventory

Your Interest Inventory can be updated at any time. To update your interest inventory, select **Edit COI** (1) to navigate to the SmartForm. Make any required changes, save, and exit to the application's

workspace. Select the **Submit Changes (2)** activity to file your changes. COI administrators will be notified that changes have been made to your interest inventory.

COI > Lilith Sternin-Crane's Interest Inventory

**Current State**

Submitted

Edit COI 1

Printer Version

View Differences

**My Activities**

Submit Changes 2

(Interest Inventory Template)

**Interest Inventory for: Lilith Sternin-Crane (COI-00000250)**

Date Last Submitted: 8/22/2012 Expiration Date: 8/22/2013

Current PHS-Funded Projects? no

Training Completion Date: 8/22/2012 Training Expiration Date: 8/22/2015

History Disclosures Change Log Reviewer Notes

Activity	Author	Activity Date
Project Snapshot Generated	Sternin-Crane, Lilith	8/22/2012 3:21 PM EDT
View Project Snapshot		
Interest Inventory Submitted	Sternin-Crane, Lilith	8/22/2012 3:21 PM EDT
Interest Inventory Created	Sternin-Crane, Lilith	8/3/2012 5:22 PM EDT

### Annual Review

Your interest inventory must be reviewed on an annual basis. As the expiration date approaches, you will receive email notifications from the ARC system. Once you have received a notice, login to the ARC system and navigate to your interest inventory in the **COI** tab. The **Certify Annual Review** activity will be available to confirm that you have reviewed your interest inventory and that the information provided is accurate. After reviewing your interest inventory, select this activity to complete your renewal.

**Current State**

Submitted

Edit COI

Printer Version

View Differences

**My Activities**

Submit Changes

Certify Annual Review

**Interest Inventory for: Rebecca Simms (COI-00000022)**

Date Last Submitted: 8/16/2012 Expiration Date: 8/16/2013

Current PHS-Funded Projects? yes

Training Completion Date: 8/16/2012 Training Expiration Date: 8/16/2015

History Disclosures Change Log Reviewer Notes