



## **eCOI Disclosure Manual**

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

## Table of Contents

<b>Welcome to ARC</b> .....	<b>2</b>
<b>Accounts</b> .....	<b>3</b>
New Account Registration .....	<b>3</b>
Log In.....	Error! Bookmark not defined.
Forgot Your User Name or Password?.....	<b>5</b>
Account Changes.....	Error! Bookmark not defined.
<b>Conflict of Interest Disclosure</b> .....	<b>6</b>
Disclosing COI for Human Subjects Research .....	<b>7</b>
Creating a new eCOI Disclosure .....	<b>7</b>
Working with Smart Forms .....	<b>7</b>
Filling out the eCOI Disclosure Form.....	<b>8</b>
Submitting the Disclosure .....	<b>10</b>
<b>Additional Information</b> .....	<b>12</b>

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

The screenshot shows the ARC Home page. At the top, there are logos for the University of South Florida and ARC. A navigation bar includes 'ARC Home' and 'ARC Updates'. A central banner for 'BullsIRB - Now Live!' states: 'The USF IRB's new electronic submission system, BullsIRB, is now live. Please see BullsIRB Data Migration FAQs for Research Community for detailed information about data migration, including how to find and complete applications that have been migrated to BullsIRB. If you have additional questions, please contact the IRB at (813) 974-5638 or email [RSCH-IRB@usf.edu](mailto:RSCH-IRB@usf.edu).' To the right, a red box highlights a 'Need an account? Register Here' link. Below this are links for 'Have an account? Login' and 'Need Login Help? Login Help'. A sidebar on the left lists: 'In-Person Training & Workshops', 'Institutional Review Board', 'Institutional Animal Care and Use Committee', 'Research Conflict of Interest', 'Institutional Biosafety Committee', 'ARC Training Materials', and 'Contact Us'. The footer contains: 'Research Integrity & Compliance', 'ARC Help Desk: (813) 974-2880 - [rsch-arc@usf.edu](mailto:rsch-arc@usf.edu)', '12901 Bruce B. Downs Blvd, MDC35, Tampa, FL 33612-4799', and 'Copyright © 2020, University of South Florida. All rights reserved.'

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. Select Login from homepage.
2. Select between USF Net ID (as a USF user) or ARC Portal Login (for all other users)
3. Type your **User Name** in the login section on the right side of the ARC screen.

- 4. Type in your **Password**.
- 5. Click **Log In**.

**UNIVERSITY OF SOUTH FLORIDA**  
USF RESEARCH & INNOVATION

**arc**

Login

>> **ARC Home** ARC Updates

In-Person Training & Workshops

Institutional Review Board

Institutional Animal Care and Use Committee

Research Conflict of Interest

Institutional Biosafety Committee

ARC Training Materials

Contact Us

**BullsIRB - Now Live!**

The USF IRB's new electronic submission system, BullsIRB, is now live. Please see BullsIRB Data Migration FAQs for Research Community for detailed information about data migration, including how to find and complete applications that have been migrated to BullsIRB. If you have additional questions, please contact the IRB at (813) 974-5638 or email [RSCH-IRB@usf.edu](mailto:RSCH-IRB@usf.edu).

**Need an account?**

[Register Here](#)

**Have an account?**

[Login](#)

**Need Login Help?**

[Login Help](#)

**ARC Home**

Welcome to the Applications for Research Compliance (ARC) portal. The Office of Research Integrity & Compliance administers key research-related assurance and compliance programs required by federal and state agencies and programs for the conduct of research at USF. This site enables the office to manage all aspects of the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) and Conflict of Interest (COI) programs.

**USF UNIVERSITY OF SOUTH FLORIDA arc**

Please Select a Login Option

USF Net ID

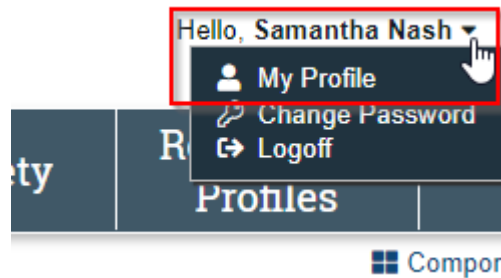
ARC Portal Login

[Frequently Asked Questions](#)

ARC Help Desk: (813) 974-2880 - E-Mail: [rsch-arc@usf.edu](mailto:rsch-arc@usf.edu)

## 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 **OK**.

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 **OK**.

After receiving your username and a temporary password, you can log in to the ARC system.

## 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.



### Login As

User Name:

Password:

Remember me

[Forgot password?](#) [Forgot user name?](#)

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

1. Select Login from homepage.
2. Select ARC Portal Login.
3. The **Forgot Password** and **Forgot User Name** options are available.



The screenshot shows the ARC Home page. At the top, there are logos for the University of South Florida and ARC. A navigation bar contains 'ARC Home' and 'ARC Updates'. On the left, a sidebar lists: In-Person Training & Workshops, Institutional Review Board, Institutional Animal Care and Use Committee, Research Conflict of Interest, Institutional Biosafety Committee, ARC Training Materials, and Contact Us. The main content area has a 'BullsIRB - Now Live!' announcement, an 'ARC Home' section with a welcome message, and a 'Need Login Help?' box with a 'Login Help' link. A 'Login' link is also present in the top right.

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?**.

## 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 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 screenshot shows the ARC web portal interface. At the top, there are logos for the University of South Florida and ARC. A navigation bar contains tabs for 'My Home', 'COI', 'IACUC', 'IRB', 'Biosafety', and 'ARC Home'. The main content area is titled 'Folder for Rebecca PI' and includes a 'Welcome to your Personal Page' message. Below this is a table of items requiring action, with columns for ID, Name, Date Modified, Type, Owner, State, and Last State Change. A 'New COI Disclosure' button is highlighted in the left sidebar under the 'Conflict of Interest' section.

ID	Name	Date Modified	Type	Owner	State	Last State Change
IS0007681	Brain and Plasma Levels of L-ProSul following oral administration	11/18/2020 8:53 AM	IACUC Study	Mackley, Paul Anderson	15. Meeting Complete: Changes Required By IACUC	1/28/2020 5:38 PM
IS0008410	IACUC view testing TM	11/15/2020 3:39 PM	IACUC Study		1. Pre Submission	10/28/2020 2:56 PM
IS0008408	IACUC Demo 2 Estable State	9/24/2020 5:16 PM	IACUC Study		1. Pre Submission	9/24/2020 5:16 PM

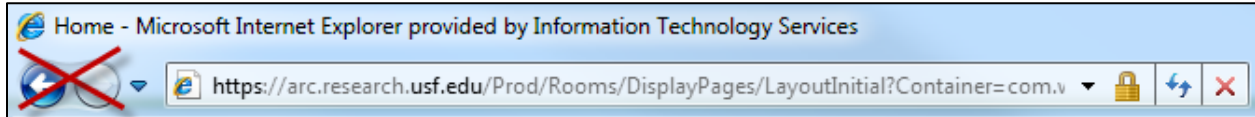
The application will open the disclosure **SmartForm** that gathers information on your research project.

## 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.

Use the left side Navigational pane to navigate through the SmartForm 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 Navigational pane on the left side.

## 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:

**Purpose on the Study, Role on the Study** 1.4

1.4.1 \* Please explain the purpose of the study in lay terms, with adequate detail:

1.4.2 \* Please indicate your role(s) on the study. Select all that apply.

- Participated/participates in study design
- Conducts study initiation activities
- Assists with compliance with regulatory requirements
- Performs experimental portions of the study
- Records raw data from experimental portions of study
- Collects specimens
- Analyzes or interprets data
- Reports/presents study results
- Writes final report
- Presents study results
- Oversee all aspects of study
- Other (explain below)

**NOTE:** The following roles are only applicable to studies involving human research

- Screens/identifies potential subjects
- Obtains informed consent
- Educates participants, families, or staff
- Administers study medication (IV or PO)
- Enters data on Case Report Form (CRF)
- Conducts physical or neurological exams or clinical assessments
- Dispenses medication
- Reviews medical records or other clinical information

1.4.3 Please include any additional information regarding your role in the study that would assist the COI Committee in their deliberations:

Exit Save Continue

- 2. There are different types of conflicts of interest; select the type(s) that best describe your situation.

Editing: COI-00011380

Go to forms menu Print Help

**Conflict Categories**

In addition to the interests summarized on the previous page, please indicate below the type of Significant Financial Interests or Relationships held by you or your Immediate Family that may create a conflict or the appearance of a conflict with this USF System Research Project (select all that apply for either you or your Immediate Family).

**2.0a Conflict Type: (select all that apply)**

- Institutional Conflicts of Interest
- Employment of a Related Person
- I affirm that I do not have any additional Significant Financial Interests or Relationships that may be impacted by this USF System Research Project.

2.0a

eCOI

Exit Save Continue

- 3. For each type of conflict, include detailed information regarding the conflict that will assist the USF Conflict of Interest Committee in managing it. Detailed information is included by selecting "Add." Selecting "Add" will provide you with a slide-in window where the detailed information can be entered.

arc

Editing: COI-00011380

**Consulting**

2.1b For each individual type or your Immediate Family

+ Add

Individual Description

There are no items to display

**Add COI - Company or Commercial Entity**

Consulting

\* Individuals:

- Self
- Spouse or Domestic Partner
- Dependent Child

Clear

\* Describe the nature of the consulting relationship:

\* Please indicate the approximate value of the compensation you have received over the previous 12 months for consulting:

\* Please indicate the approximate value of the compensation you anticipate receiving over the next 12 months for consulting:

Select the name of the entity in which you have a COI:

(None) ...

If not listed above, provide name below:

\* The Entity's Relationship to the Research:  Relationship to the Research - ID00000022

- Sponsor/Funding source
- Provider of the product (Device, Drug, Tool, Etc.) being investigated
- Recipient of a subcontract from this project
- Holder of any ownership interest in the product, method or concept being investigated (license, patent, copyright, etc.)
- Entity is a competitor of the sponsor or license holder of product/method under investigation
- Entity stands to benefit indirectly from the outcome of the study
- Other

\* Entity Type:

- Start-up company/Closely held corporation
- Publicly traded company

\* Required

OK OK and Add Another Cancel

- Identify the management controls currently in place to manage the conflict of interest you have in the research.
- 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!**

Editing: COI-00011380 Go to forms menu Print Help

**Attestation Page: Research COI** 4.2

4.2.1 **Please confirm your agreement with the following attestations regarding this disclosure of your Significant Financial Interests or Relationships by selecting the boxes below:**

- I have used reasonable diligence in preparing this disclosure and it is true and complete, to the best of my knowledge.
- I acknowledge my obligation to submit an updated disclosure via the eCOI disclosure system within 30 days of acquiring an additional Significant Financial Interest or Relationship related to this USF System Research Project or changes to the status of the Significant Financial Interest that I have disclosed.
- I agree to cooperate in the development of an appropriate management plan and to provide any further information that may be requested during any aspect of the conflict of interest review process.
- I agree to comply with the terms and conditions of any management plan developed and approved by the COI Committee or Administrator to ensure that my Significant Financial Interests or Relationships do not adversely affect the design, conduct or reporting of this USF System Research Project (or the safety and welfare of any human participants enrolled herein).

4.2.2 **Please indicate the Supervisor who will acknowledge this submission before it proceeds to COI Administrative Review:** [What if my supervisor is not listed?](#)

Name	Department
<input type="radio"/> Will Turner	Software Testing Department

[Clear](#)

**Next Steps:**

- Please be aware that the Conflict of Interest Committee meets monthly. [Click Here](#) to view meeting dates and submission deadlines to ensure a timely review of your disclosure.
- Click *Finish* to exit the form and use the *Submit Conflict of Interest* activity to submit this disclosure for review.

Exit Save Finish

## 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.

- At any time while completing the disclosure forms, you can check for errors by clicking Validate at the top, left of the screen.
  - 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.

- Submitting the conflict of interest disclosure form will route the application first to your supervisor and then to the USF Conflict of Interest Administrator.
- 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.

The screenshot displays the eCOI system interface for a disclosure titled "Conflict of Interest: COI-pi-MARIA DISCLOSURE MANUAL UPDATE (COI-00011380)".

**Current State:** Supervisor Review

**Disclosure Details:**

- Discloser: Rebecca Simms (PI)
- Submission Date: 11/17/2020
- Date Last Reviewed:
- Meeting Date:
- Committee:
- Expiration Date:

**My Activities:**

Activity	Author	Activity Date
Submitted Conflict of Interest	Simms (PI), Rebecca M	11/17/2020 1:26 PM

Footer: Research Integrity & Compliance  
ARC Help Desk: (813) 974-2880 • [rsch.arc@usf.edu](mailto:rsch.arc@usf.edu)  
12901 Bruce B. Downs Blvd, MDC35, Tampa, FL 33612-4799  
Copyright © 2020, University of South Florida. All rights reserved.

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 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](mailto:RSCH-ecoi@usf.edu).