University of Kentucky COI-Management Process for Investigators

Investigators disclose using COI-Smart
Annually on March 1st
Within 30 days of changing an SFI

Disclosure contents and sponsored projects are reviewed by a delegate (COI administrator) in OSPA when either the disclosure or the investigator's research portfolio are modified

Institution determines there is a conflict

Investigator works with COI administrator and ADR to create a COI Management Plan

ADR and Investigator signature required

Research Conflict of Interest Committee (RCOIC) reviews.

OTC, ORI, OSPA and legal counsel are consulted as necessary

RCOIC Chair issues memo to investigator(s) with terms of the plan and gives them 5 days to challenge.

VPR reviews and approves

VPR signature required

OSPA will release any funds held for COI issues and will inform the sponsor.

RCOIC informs college-level or ad hoc "local oversight committee" of the COI Management Plan

Investigator discloses all presentations/publications to local oversight committee to review in advance

Investigator submits Annual Reports to local oversight committee

Local oversight committee reviews programmatic activities and contacts project personnel

Oversight Committee Chair signature required

Oversight committee submits to RCOIC for review

RCOIC reviews and approves

Investigator signature required

Investigator(s) submits Final Report to RCOIC after the project ends

Investigator signature required

RCOIC reviews and approves Final Report and management of the project ends.

RCOIC Chair signature required

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