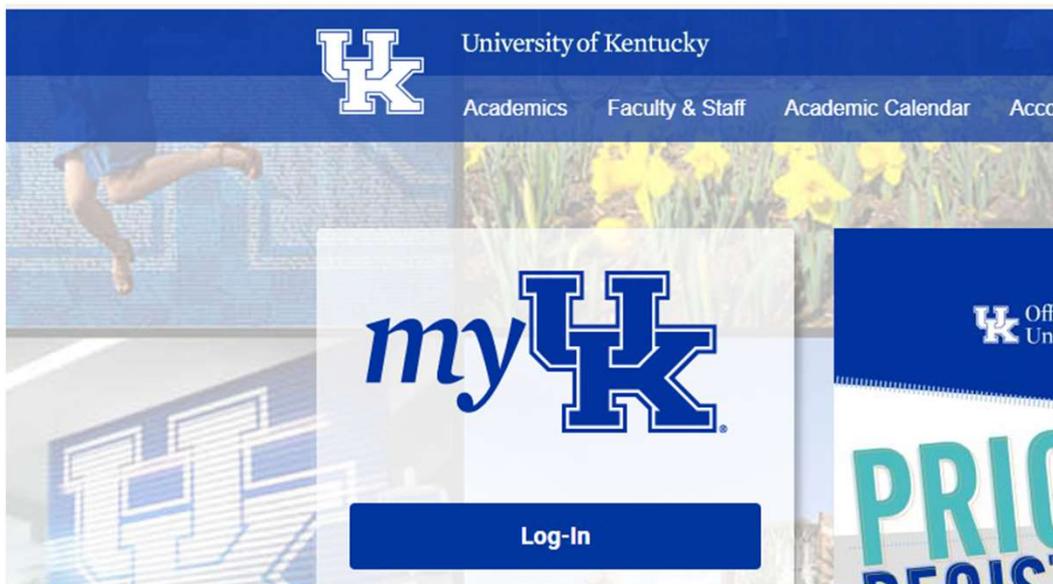


# INSTRUCTIONS FOR COMPLETING THE UK COI DISCLOSURE FORM

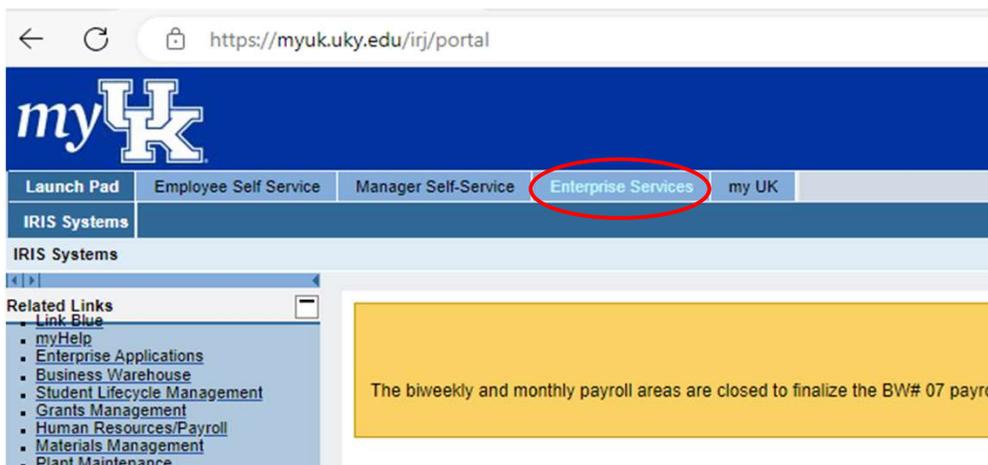
Note: these are technical instructions about accessing and completing the form. For information about the policy go to the OSPA Conflict of Interest page <https://www.research.uky.edu/office-sponsored-projects-administration/conflict-interest>

1. The Combined UK/UKHC Conflict of Interest Questionnaire can be accessed two ways: 1) directly though <https://uky.coi-smart.com> or by going through myUK. Both require you to log on using your UK credentials. If you do not have a linkblue ID and are required to complete a COI disclosure, contact UK's Office of Sponsored Projects at ([ospa@uky.edu](mailto:ospa@uky.edu)).
2. Go to [myuk.uky.edu](https://myuk.uky.edu) and log in using your linkblue ID and password. If an error message appears indicating that you do not have an account or that it is inactive, contact UK's Office of Sponsored Projects at ([ospa@uky.edu](mailto:ospa@uky.edu)).

<https://myuk.uky.edu/irj/portal>



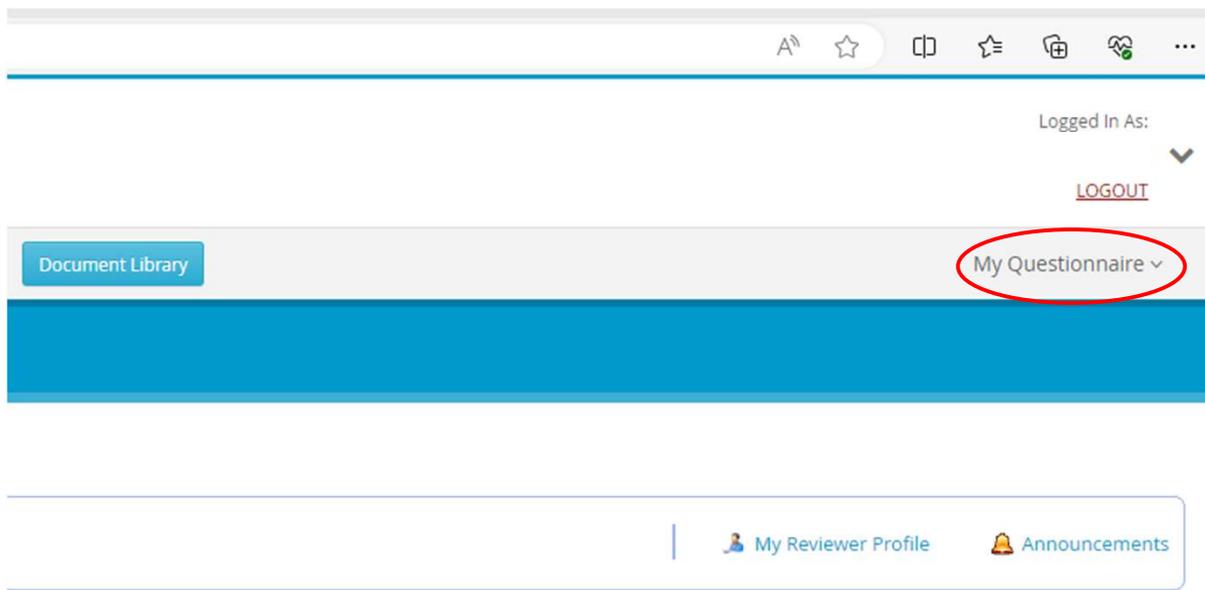
3. Access the Enterprise Services tab.



- Select *Financial Disclosures*. This will give you the option to click on the link to [uky.coi-smart.com](https://uky.coi-smart.com) to access the disclosure form.



- Once in COI-Smart, click on “My Questionnaire” in the upper right corner.



- Select the questionnaire you wish to submit or to edit. You may need to scroll down to see all of them. For a new COI form, select “Start Questionnaire.” To revise an existing form, click “Submitted.”

My Questionnaires				
Questionnaire Name	Status	Due Date		Li
University of Kentucky and UK HealthCare Conflict of Interest Questionnaire	Closed	04/01/2016		
University of Kentucky Supplemental COI Questionnaire 2019	Closed	08/15/2019		
University of Kentucky and UK HealthCare Conflict of Interest Questionnaire 2023	Closed	04/01/2023		
University of Kentucky and UK HealthCare Conflict of Interest Questionnaire 2024	<a href="#">Submitted</a>	04/01/2024		

7. To respond to questions for the first time, click on the disclosure and work through each question. Complete each question and sub question in its entirety. For example:

I DO NOT have financial interest in publicly traded entities to report

I have financial interest in publicly traded entities to report

This information pertains to:

Self

Spouse

Dependent children

Please provide the name of the [PUBLICLY TRADED ENTITY](#).

Please select the type of interest you have in this [PUBLICLY TRADED ENTITY](#) (please check all that apply).

Employee or corporate officer

Board of directors, governing board, or trustee

Scientific advisory board or peer review panel member

Consultant (paid or unpaid)

Equity interest (e.g., stock, stock options, or other ownership interest)

Royalties for inventions and copyrights (i.e., licensing revenue)

Fees paid for authorship of books or other publications

Speaking fees or honoraria for lectures

Gifts, favors, entertainment, or other benefits

Other

Please select the approximate value of this interest.

\$0 to \$499

\$500 to \$999

\$1000 to \$4999

\$5000 to \$9999

More than \$10,000

How many hours per week do you engage with this entity (e.g. as an employee, consultant, member of a board, speaker, etc)?

8. For the core questions that are asked from year-to-year, you may be able to view and use your previous disclosures by clicking on "View Previous Response."

**NON-PUBLICLY TRADED ENTITIES**

During the past 12 months from the date of your response or at any time during calendar year (CY) 2023, have you or any member of your **IMMEDIATE FAMILY** received **REMUNERATION** from, owned **EQUITY INTEREST** in, or had any other **FINANCIAL INTEREST** in any **NON-PUBLICLY TRADED ENTITY**?

[Click here if you have another disclosure for this question](#)

Previously submitted entities listed below can be revised but not deleted.

1 2

I DO NOT have financial interest in non-publicly traded entities to report

I have financial interest in non-publicly traded entities to report

[View Previous Response](#)

9. To edit an existing question, open the questionnaire and select "revise" for any question that needs to be updated.

5	In the next 12 months will you travel to a location outside of the US as part of your institutional responsibilities or to fulfill sponsored program obligations?	Complete	<a href="#">Q</a>	<a href="#">Revise</a>
6	In the next 12 months will you transfer or ship materials, animals or specimens outside of the US?	Complete	<a href="#">Q</a>	<a href="#">Revise</a>
7	Do you receive in-kind support for your research? This includes non-UK office/laboratory space, equipment, supplies, personnel (employees, students, visiting scholars, volunteers or trainees) supported by external entities or governments (foreign or domestic), and high-value or unique gifts or donations.	Complete	<a href="#">Q</a>	<a href="#">Revise</a>
8	Have you personally engaged in activities with, agreed to, or contracted with another individual, institution or entity, foreign or domestic, to conduct activities related to your professional expertise or institutional responsibilities, conduct research, or to advise, participate, or assist in academic or other activities, that were not processed through the University of Kentucky's Office of Sponsored Projects?	Complete	<a href="#">Q</a>	<a href="#">Revise</a>
	The US Government has identified countries at risk. Have you personally engaged in any activity or agreed or contracted with anyone in a foreign country of			

10. Once you have completed the questionnaire and associated attestations, type SUBMIT (or REVISE, if making a revision) in the box and submit your COI form. Your form can be accessed and updated at any time until the next year's form is released.

### Submit Revision to this Question



By typing "submit" in the box below, I acknowledge that all information that I have provided is correct and complete to the best of my knowledge and I understand that I am required to update the disclosure as changes occur.

You have completed the revision for this question.

Type the word **revise** in the text box below before clicking the "Submit Revision to this Question" button to indicate that you are ready to submit your revised question.

**NOTE: You need to type "revise" and click "Submit Revision to this Question" for each independent question you wish to revise. After you do so, you will have the opportunity to revise another question.**

Type revise :

**SUBMIT REVISION TO THIS QUESTION**

CANCEL