


## For BCCA NIH Investigators – Instructions for Submitting FCOI Disclosures

Upgrades have been made to the PHSA COI Declaration form to make it easier for BCCA National Institutes of Health (NIH) Investigators to declare any potential financial conflicts of interest (FCOIs). In 2013, NIH Regulations took effect that put in place new disclosure and training requirements. Additional questions were added to the existing PHSA COI Declaration form for BCCA to be in compliance. These questions have now been separated out into a new NIH section.

### To complete the new form:

1. Log into the [PHSA COI Declaration Form \(http://coi.phsa.ca\)](http://coi.phsa.ca)



**Log On**  
Please enter your user name and password. Don't forget to use the correct format when entering your user name:

PHSA:	phsa@username
BC Cancer Research:	bcrc@username
Genome Sciences:	phsag@username
Child & Family Research:	bcrcf@username

(Note: the \ key is typically right above the enter key on both a standard PC and Mac keyboard. Make sure you're using the \ key and not the / key, otherwise you will get an error)

**Account Information**  
Your User Name/Password below are exactly the same ones you use to sign in to your work computer. Remember to use the correct format per the chart above!

User name:

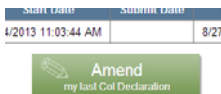
Password:

2. Select "Researcher" if you are given an option (this only applies to Reviewers)



Sign in as

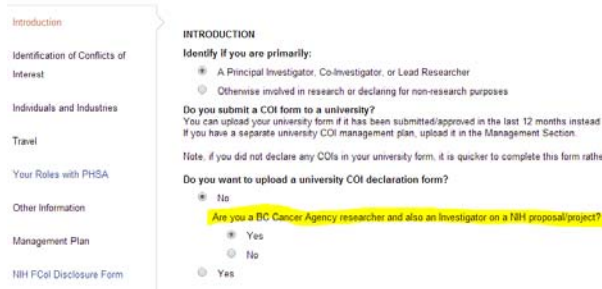
3. Click the "Amend" button. You will be asked to resubmit your form if you "Renew" it instead of amending it.



Start Date: 4/2013 11:03:44 AM | Submit Date: 8/27

my last COI Declaration

- In the "Introduction" section, mark "yes" that you are a BCCA researcher and Investigator on a NIH proposal/project.



**Introduction**

Identify if you are primarily:

- A Principal Investigator, Co-Investigator, or Lead Researcher
- Otherwise involved in research or declaring for non-research purposes

Do you submit a COI form to a university?  
You can upload your university form if it has been submitted/approved in the last 12 months instead. If you have a separate university COI management plan, upload it in the Management Section.

Note: if you did not declare any COIs in your university form, it is quicker to complete this form rather than upload a university form.

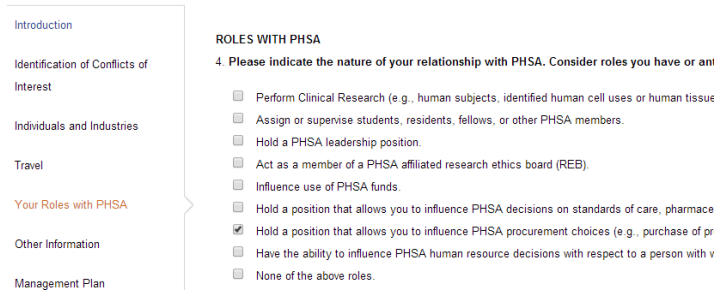
Do you want to upload a university COI declaration form?

- No
- Yes
- No
- Yes

**Are you a BC Cancer Agency researcher and also an Investigator on a NIH proposal/project?**

- Yes
- No
- Yes

- You will be asked to complete the "Your Roles with PHSa" section.

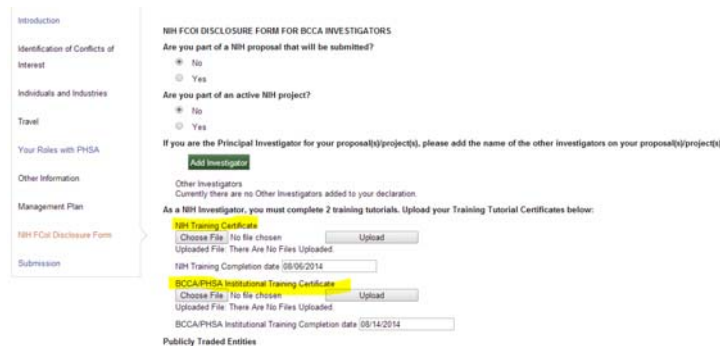


**ROLES WITH PHSa**

4. Please indicate the nature of your relationship with PHSa. Consider roles you have or are currently performing.

- Perform Clinical Research (e.g., human subjects, identified human cell uses or human tissue)
- Assign or supervise students, residents, fellows, or other PHSa members.
- Hold a PHSa leadership position.
- Act as a member of a PHSa affiliated research ethics board (REB).
- Influence use of PHSa funds.
- Hold a position that allows you to influence PHSa decisions on standards of care, pharmacy, or other clinical services.
- Hold a position that allows you to influence PHSa procurement choices (e.g., purchase of pharmaceuticals, medical equipment, or other goods and services).
- Have the ability to influence PHSa human resource decisions with respect to a person with a conflict of interest.
- None of the above roles.

- The NIH FCOI Disclosure Form will unlock. Remember to upload your training tutorial certificates.



**NIH FCOI DISCLOSURE FORM FOR BCCA INVESTIGATORS**

Are you part of a NIH proposal that will be submitted?

- No
- Yes

Are you part of an active NIH project?

- No
- Yes

If you are the Principal Investigator for your proposal(s)/project(s), please add the name of the other investigators on your proposal(s)/project(s).

**Add Investigator**

Other Investigators  
Currently there are no Other Investigators added to your declaration.

As a NIH Investigator, you must complete 2 training tutorials. Upload your Training Tutorial Certificates below:

**NIH Training Certificate**

Choose File | No file chosen | Upload  
Uploaded File: There Are No Files Uploaded  
NIH Training Completion date: 08/06/2014

**BCCA/PHSA Institutional Training Certificate**

Choose File | No file chosen | Upload  
Uploaded File: There Are No Files Uploaded  
BCCA/PHSA Institutional Training Completion date: 08/14/2014

Publicly Traded Entities

- Submit the form - remember to click "Submit" at the bottom of the review screen

TO SUBMIT YOUR PHSa COI FORM: click the "Review and Submit" button, review the form, and click "Submit" at the bottom of that page. If you would like to edit your form, click "Revises".

Please confirm that your department information is correct:

If your department information is not correct, please edit your profile [Here](#) and update your department information, then click Submit.

See something you'd like to change in your Declaration? Click [Revises](#), and then select the section you'd like to change from the navigation options in the left column.

**Questions:** Email [BCCACOI@phsa.ca](mailto:BCCACOI@phsa.ca) or call 604-675-7498.