

## Understanding the COI Forms

There are three different COI forms:

- A. The Conflict of Interest Disclosure Cover Sheet
- B. The Conflict of Interest Disclosure Statement with COI addendum form
- C. Non-UNM Financial Disclosure Form (if applicable) with COI addendum form

COI forms are needed whenever a research project is proposed for funding or submitted for scientific review and when the research involves people or animals.

The Conflict of Interest Disclosure Statement is completed by UNM Employees. The Non-UNM Financial Disclosure Form is completed by Non-UNM investigators. The COI addendum form is completed by UNMHSC investigators and Non-UNM investigators. UNM main campus employees that are collaborating in HSC research do not complete the COI addendum form.

For the purpose of these forms, a “UNM Investigator” is the principal investigator, co-principal investigator and any other person (including faculty, staff, students) who is responsible for the design, conduct, or reporting of UNM research. A “Non-UNM Investigator” is responsible for the design, conduct, or reporting of UNM research and is employed by an entity other than UNM including a subawardee, independent contractor or collaborator or other individual otherwise not employed by UNM.

To complete the COI forms:

1. On the top part of the Conflict of Interest Disclosure Cover Sheet, provide the name of the PI, the PI’s department, the funding agency (or sponsor) and the project title. Enter the anticipated start date and end date.
2. List the names of the investigators that are UNM employees in section A.
3. List the names of the investigators to be paid as consultants in section B.
4. List the names of the investigators to be paid through subawards in section C.
5. List the names of any unpaid investigators in section D whether from UNM or collaborating institutions.
6. Attach an additional page to continue the list of investigators, if necessary.
7. Prepare one Conflict of Interest Disclosure (COID) Statement for each Investigator.
8. On the top part of the Conflict of Interest Disclosure Statement, provide the name of the Investigator, and the Investigator’s department, the name of the PI, the PI’s department, the funding agency (or sponsor) and the project title. If there is no funding, enter “none”. Enter the anticipated start date and end date.
9. The Investigator must mark “yes” or “no” for each item in sections 1 through 6, then sign and date the COID Statement form.
10. If any of the “yes” boxes are checked, a description of the situation will be described in the addendum form, Part II, item 2.
11. All HSC investigators must complete the addendum form, even if all answers in the COI disclosure statement form are “no”.

The Non-UNM Financial Disclosure Form is similar. Use this form for any Investigator that is not a UNM employee.

1. On the top part of the-Non-UNM Financial Disclosure Form, provide the name of the Investigator. For the Subawardee, the funding agency is the University of New Mexico. If known, enter the proposal/protocol number.
2. “Company” refers to the university or private company in which the Subawardee/non-UNM investigator is associated.
3. The Investigator must mark “yes” or “no” for each item in sections 1 through 3, then sign and date the form.
4. If any of the “yes” boxes are checked, a description of the situation will be described in the addendum form, Part II, item 2.
5. All Non-UNM investigators must complete the addendum form, even if all answers in the COI disclosure statement form are “no”.