COI Submission Checklist

☐ COI Disclosure: Signed by discloser, Department Chair, Dean; all boxes checked as required.

☐ Oversight Official Memo: Signed by Discloser and COI Oversight Official (if necessary).
  ▪ The requirements for a COI Oversight Official are:
    • Full Professor
    • No current collaborations with discloser or collaborations within past three (3) years.
    • COI Disclosure must provide justification why Oversight Official is appropriate for the project. The Official should have demonstrated expertise in the research area being supervised.
    • Package must include CV from the Oversight Official.

☐ Acknowledgement Memo: Signed by Discloser, all Students and Employees supported by the award (if COI requires management plan). As a best practice, it is strongly suggested that all members of the laboratory sign an Acknowledgment memo to ensure they are aware of the COI.