

## Financial Conflict of Interest (FCOI) Instructions

As of 2012, new requirements have been instituted for project directors and senior personnel overseeing federally grant-funded programs. To remain compliant, you must complete training in Research Financial Conflict of Interest once every four years, and you must report “Significant Financial Interests” at least once per year.

The Research Financial Conflict of Interest training module is self-guided and includes an online portion through the National Institutes of Health Office of Extramural Research. Once you have completed the training module, please print and sign the NIH Certificate of Completion and the training module Attestation and return them to the Office of Grants Development (OGD). You must complete this training once every four years and the OGD is required to keep these records on file. If you have completed this training through another institution, please forward a record that we can file.

Then please complete the Financial Interests Report and return it to the OGD. You must complete this form annually while you are a sponsored program project director. Also note that should a significant financial interest arise during the year, you must file an amendment to this report within 30 days.