

Subject: Conflict of Interest in Research Disclosure Tips

Are you aware, in addition to your annual Conflict of Interest in Research certification, an updated [Conflict of Interest Certification of Compliance form](#) must be filed **within 30 days of**:

- discovering or acquiring a **new Significant Financial Interest** that *could appear to directly and significantly affect the design, conduct, or reporting of the proposed or funded research?*
- submitting a **new proposal for funding**, if the investigator has a Significant Financial Interest that *could be perceived to directly and significantly affecting the design, conduct, or reporting of the newly proposed research?*

For those of you that are **PHS (i.e. NIH) funded**, are you aware

- a [travel disclosure form](#) must be filed **within 30 days of return from 3rd party sponsored travel?**

Such disclosures must be accurately maintained to ensure that federal and funding agency requirements continue to be met across UH. This applies to all individuals who meet the definition of "investigator,"¹ regardless of position or title.

Additionally, a reminder that annual certifications are due by October 1 of each year. If you haven't already done so and are an "investigator," please take care of this administrative item as soon as possible.

For additional information, please see the [UH Conflict of Interest Policy in Research](#) or contact the COI Office at coi@central.uh.edu.

¹ **An investigator is defined as the project director or principal Investigator, and any other persons, regardless of title or position, who are responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding.** Therefore, the policy can apply to collaborators, consultants, post-doctoral fellows, graduate students, and others who meet the threshold for responsibility. At a minimum, all individuals listed as an investigator or key personnel on a research project must file a certification, however it is the responsibility of the PI to determine if other research team members meet this threshold based on their role in the research.