Electronic Conflict of Interest (eCOI) System

FORM 800 QUICK START GUIDE

1

Enter eCOI System.

https://or-forms.ucdavis.edu/

Use Firefox, Chrome, or the most up-to-date version of your chosen brower. You may need to log in using your Kerberos username and password.

Note: If you are not able to create a Form 800, you may need to have PI Access granted. Please email us at or_coi@ou.ad3.ucdavis.edu for access.

2

Create a New Project.

Click on green box, "Form 800 (Non-PHS Gov. Sponsors/HSR)"

Click on "Create New"   📅 Create New

Click on "Can't find your project?" Follow instructions in the box that pops up.
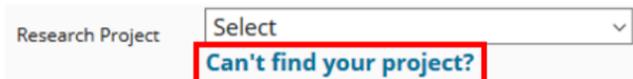
Research Project   Select ▾
Can't find your project?

Click on green "Add New Project" button   Add new project
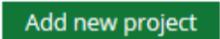
In the "Add Project" window, select "Sponsored Award"
Enter short project name. Click blue "save" button.   Save

Click on blue link, "Return to Form 800"   **3** **Return to Form 800**

3

Complete Form 800.

Answer all questions on the form.

Funding Entity Search may take a few moments to populate.

If you answer "Yes" for human subjects you will need to obtain an IRB # from IRBNet by creating a new project. You do not need to submit an IRB application to get a number. Only basic study information is required (i.e. title of project, sponsor name).

Type your full name and click the green "Finalize" button.

Signature   First Last Name
Cancel   Save Draft   Finalize

4
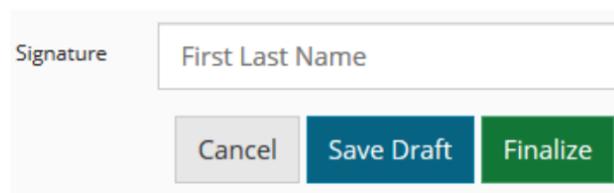
Supplemental Form.

DO I NEED TO COMPLETE THIS?

If you answered yes to the SFI question, you will need to complete a Supplemental Form. There are two ways to access the form:

1. Under the Form 800 tab click on "Incomplete".

Status ⬍   Supplemental Form
Under Review   Incomplete

2. Under the Supplemental tab click on DRAFT.

Status
DRAFT

5

Access a PDF Copy.

Access a PDF copy at any time by clicking the green PDF button.

PDF