Electronic Conflict of Interest (eCOI) System

PHS FORM QUICK START GUIDE

Enter eCOI System.

1

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.

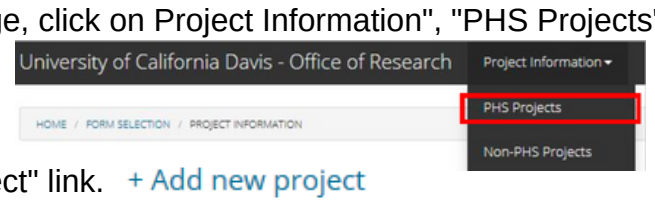
Note: You must complete a PHS form even if you do not have any reportable Significant Finanical Interests (SFIs). See Policy PPM 230-07.

If no SFIs follow these instructions first:
(1) click on blue box, "PHS (Public Health Service Sponsors". (2) Click on blue link, "Create Disclosure". (3) Skip step 2 and go directly to step 3 below.

Add New Project.

2

Go to black bar at top of page, click on Project Information", "PHS Projects"



Click on blue "Add new project" link. + Add new project

Complete all fields. Click on blue "Add Project" button. Add Project

For multiple projects, continue adding by following above steps.

Once all projects are added, click on blue link, "Create or Return to Draft Disclosure". Create or Return to Draft Disclosure

Complete PHS Form.

3

Answer all questions on the form.

Section IV. Income and Equity: Make sure to add, delete, or update existing SFIs to keep section current.

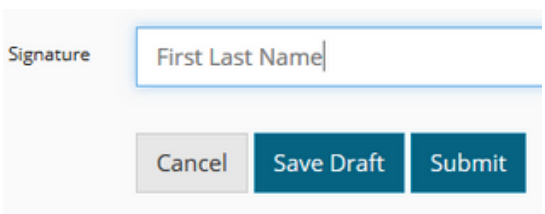
Section VIII. Research Projects: Make sure to add, delete, or update existing PHS projects. Click on "Manage PHS Projects" blue link. Manage PHS Projects

Note: You do not need to add projects if you you do not have any reportable SFIs.

Submit Form.

4

Type your name and click the blue "Submit" button.



Access a PDF Copy.

5

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

Questions? Contact RCI:
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version 10.30.2019