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

2

Add New Project.

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

University of California Davis - Office of Research — Project Information — Your Profile
HOME / FORM SELECTION / PROJECT INFORMATION
PHS Projects
Non-PHS Projects

Click on blue "Add new project" link. Complete all fields. **+ Add new project**

Note: You do not need to add projects if you do not have any reportable SFIs. You can skip to: Create or Return to Draft Disclosure

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).

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

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3

Complete PHS Form.

Answer all questions on the form.

Section IV. Income and Equity:
Add, delete, or update existing SFIs to keep current.

Section VIII. Research Projects:
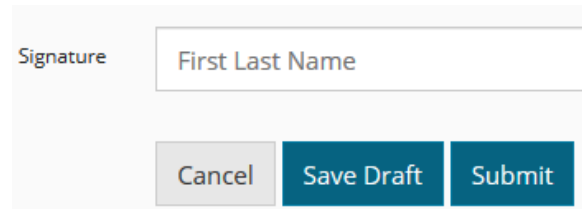Add, delete, or update existing PHS projects to keep current.
Click "Manage PHS Projects" blue link to update. Manage PHS Projects

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

4

Submit Form.

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

Signature | First Last Name

Cancel | Save Draft | Submit

5

Access a PDF Copy.

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

PDF