1. Login to the eCOI system(https://or-forms.ucdavis.edu/)

Use Firefox, Chrome, or the most up-to-date version of your chosen browser. 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 Research Compliance and Integrity (RCI) at or_coi@ou.ad3.ucdavis.edu for access or for guidance in completing the form.

2. Start a new Form 800 submission

3. As needed, complete the demographics section of the form with the appropriate information.

4. In the project details please do the following:
   A. For type of Proposal/Disclosure select “New Project”
   B. Previous award number may be left blank.
   C. For Research Project, select this project if available.
   D. If not available, add this project in the system.
E. For funding entity, search for “UC Davis” and select this as the funding entity. We understand that the project does not actively receive any funding; however, all studies done under the auspices of one’s appointment at UC Davis could be seen to be funded by UC Davis through in-kind salary support.

F. For Type of Funding Entity please select “Departmental Funded (if the project is FDA regulated)”. Please make this selection even if the project is not FDA regulated.

G. For Budget Period From and Budget Period To a date must be entered. Please simply put the time that the project is expected to be active.

H. For Project Begin Date and Project End Date, please use the same dates as above in step 4G.

I. For funding amount, please indicate $0.

J. Is this amount an estimate? Please indicate “yes”
K. Human subjects – Please indicate “yes” and provide the IRBNet ID Number.

Human Subjects and IRB #

Does this project involve Human Subjects?

☐ Yes
☐ No

An IRBNet ID is required. To obtain one, please create a project in IRBNet.

IRBNet ID

L. SFI Disclosure – Please select “yes”

Do you, your spouse, registered domestic partner, or dependents have any Significant Financial Interests (as defined in PPM 230-05.18.6) RELATED to the work to be conducted under the proposed project that was received within the last twelve months or that you expect to receive in the next twelve months?

☐ Yes
☐ No

5. Sign and submit the disclosure.

Sign and submit

Signature

Based on your responses you are required to complete a supplemental Statement of Economic Interest.

6. You will then be prompted to complete the Supplemental form which is where you will specify the nature and amount of the Conflict of Interest.