**INFORMATION:**

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| **Do you have an external financial sponsor for this project?** | **If no,** you do not need to include this form with your IRB submission. |
| **If yes,** complete and attach this form to your submission in IRBManager. Please make sure all key personnel have an annual COI Disclosure on file with the Office of Research. |
| All investigators must meet the EVMS COI Policy requirements **before** requesting IRB review of the study. Even if you do not have a relationship with this specific sponsor, you must file an [annual COI Disclosure](https://www.evms.edu/research/research_administration/conflicts_of_interest_coi_for_grants_and_contracts/coi_forms/).  Refer to the Office of Research *Policy on Conflicts of Intererst in Research and Sponsored Projects* ([COI](http://www.evms.edu/research/research_administration/conflicts_of_interest_coi_for_grants_and_contracts/)).  **For questions regarding the COI Policy and COI submissions contact the Office of Research at 446-8480*.***  **If a COI is determined to exist for this study, you must notify the IRB of the COI determination and provide the approved management plan.** | |

**Notes:“Investigator”** is defined by the policy as **ALL** Key Personnel (Principal Investigator (PI), Project Director and other person identified as senior/key personnel) listed in a grant application, contract, progress or other report, and any other individuals, regardless of title or position, who have responsibility over the design, conduct, or reporting of research or a sponsored project, which may include research assistants, post-docs, fellows, students, collaborators or consultants.

**“Sponsored project”** is any project that receives funding, supplies, equipment or other materials from a third party.

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| **IRB Number:**  (If assigned) | |  | |
| **ADMINISTRATIVE INFORMATION** | | | | | |
| **Study Title:** |  | | | | |
| **Study Sponsor:** |  | | **Sponsor Protocol #** | |  |
| **Principal Investigator:** |  | | | | |
| **PI Dept / Address** |  | | | | |
| **Phone Number(s):** |  | | **E-Mail:** |  | |

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| ***Key Personnel Name*** | ***Department and Address*** | ***Role*** | **COI USE ONLY** |
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