

Office of Sponsored Programs

Investigator Quick Guide to Updating COI-SMART for Sponsored Programs

- To meet Lurie Children's policy on Financial Conflicts of Interest in Research and Sponsored Programs, all independent investigators named on a grant, contract, incoming subcontract, industry trial, or other sponsored program must update their annual disclosure for each grant or contract submission and/or award.

Investigator means the Project Director or Principal Investigator and any other person, regardless of title or position, who is independently responsible for the design, conduct, or reporting of research or sponsored program funded by the PHS or other sponsor, or proposed for such funding, which may include, for example, collaborators or consultants.

Please refer to the Lurie Children's policy for additional information.

- Investigators are required to update their annual disclosure **at each of the following times**, for **each** sponsored program at time of proposal submission **and** at the time of additional funding actions on award (including non-competing continuation, supplemental award, or other funding actions).

To update your annual disclosure for each sponsored program:

1. Log in to **COI-Smart**, select **My questionnaires**, and select the FCOI Questionnaire.
2. Go to **Question 2** and **select REVISE**. **Select** that this is for a **Grant/Contract**.
3. Enter the **name of the project** and the **name of the sponsor agency**.
4. Update any other questions as appropriate and **enter the date in Question 13**.
5. Submit the updated form.

[Click here to access COI-Smart.](#)

(user name: e-mail address)