**Financial Conflict of Interest Training and Disclosure Information**

Financial Conflict of Interest (FCOI) training and disclosure is required for "covered individuals" on grants. All covered individuals will be required to complete the FCOI training and submit a Financial Interest Disclosure (FID) form.

If you have any questions about who should be designated as covered individuals on your project, or if you think your project should be exempt from this requirement, please contact the UT Austin Conflict of Interest (COI) office directly at coi@austin.utexas.edu, or call (512) 232-2044.

Neither Liberal Arts Grants Services nor the Office of the Associate Dean for Research and Graduate Studies in the College of Liberal Arts are authorized to grant exceptions or make determinations about who should be the covered individuals on your project.

**Instructions**

If you are submitting an application to a U.S. Public Health Services (PHS) funding agency, including the National Institutes of Health (NIH), you must fulfill this requirement **before UT Austin can submit** your proposal. If you are submitting to any other federal or non-federal sponsor, you must complete this requirement after submission before an award can be accepted.

The financial interest disclosure process involves two steps:

1. You will first need to complete the Financial Conflict of Interest (COI) course in the CITI online portal. [http://www.utexas.edu/research/rsc/coi/training.html](http://www.utexas.edu/research/rsc/coi/training.html)

2. Approximately 1 to 2 business days after you complete the COI training, you will receive a notice from the Conflict of Interest group in the Office of Research Support (coi@austin.utexas.edu) providing instructions and the link to the web-based Financial Interest Disclosure (FID) form.

After you submit the FID form, and the Office of Research Support staff approves it, you will be in compliance with the federal regulations and University policy regarding Conflict of Interest. If you have a grant or contract, OSP will check to ensure that you have submitted the FID form and that it is accepted during the award process.

FID forms should be updated annually; FCOI training needs to be repeated every four years.

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**Contact:**
Office of Research Support  
[coi@austin.utexas.edu](mailto:coi@austin.utexas.edu)  
(512) 232-2044

**More Information:**  
[www.utexas.edu/research/rsc/coi/index.html](http://www.utexas.edu/research/rsc/coi/index.html)