

McLaughlin Research Institute  
Financial Conflict of Interest – PHS Funds Supplemental Form

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Name: \_\_\_\_\_ Title/Rank: \_\_\_\_\_

Department/Other Unit: \_\_\_\_\_

**Instructions:**

1. Read MRI's FCOI policy and complete the NIH tutorial.
2. Do your awards involve sub-recipients?  Yes  No  
If yes, then complete section 2.
3. Do you have travel information to disclose?  Yes  No  
If yes, then complete section 3.
4. Sign this form and return with all relevant paperwork (travel details, training certificate, etc.) to MRI's Financial Officer.

**1. Training**

New PHS regulations require PIs and senior/key personnel provide documentation of FCOI training. To satisfy this requirement, complete the NIH tutorial located here:

<http://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm>

The training takes about 30 minutes to complete. You will be provided with a certificate of completion. Please send a copy of the certificate to MRI's Financial Officer or via email to [cbeery@mri.montana.edu](mailto:cbeery@mri.montana.edu). The requirement must be satisfied before expenditures are incurred for PHS funded research (funded on or after 8/24/12). Investigators and senior/research personnel already receiving PHS funds must satisfy the requirement at the time of MRI's annual disclosure date of June 30th. Training must be renewed every four years. *See 42 CFR 50.604(b)*

**2. Sub-recipients**

The new PHS regulations require stricter monitoring of sub-recipient FCOI compliance. If your PHS award involves sub-recipient(s), please provide MRI's Financial Officer with contact information to determine if the sub-recipient has a policy that is in compliance with the new PHS regulations and that the appropriate parties have completed a FCOI process. MRI's Financial Officer will obtain the necessary information for records and monitoring purposes. If the sub-recipient does not have a policy, MRI's Financial Officer will work with the sub-recipient to complete MRI's process.

Contact Information for sub-recipient(s):

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*See 42 CFR 50.604 (c)(1)(i,ii,iii)*

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**3. Travel – Reimbursed or Sponsored**

New PHS regulations require PIs and senior research personnel to disclose reimbursed or sponsored travel (that which is paid on behalf of the investigator and not reimbursed to the investigator so that the exact monetary value may not be readily available), related to their institutional responsibilities. This does not apply to travel that is reimbursed or sponsored by a federal, state, or local government agency, an institution of higher education, an academic teaching hospital, a medical center or a research institute that is affiliated with an institution of higher education.

Disclose trip purpose, identity of sponsor, destination and duration:

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MRI's Financial Officer will contact investigators if further information is needed.  
*See 42 CFR 50.603(2)*

**4. Investigator's Assurance**

In submitting this form, I affirm that I have read MRI's Financial Conflict of Interest Policy and that the above information is true to the best of my knowledge. I will attach any relevant documents describing my relationship, scope of work and compensation or interest for the entities described above if requested. I will notify MRI immediately if any changes occur.

Signed \_\_\_\_\_ Date: \_\_\_\_\_