COI / eIRB Request Process - Please read if your department is involved in research.

The University has adopted a NEW process, in order to facilitate compliance with new requirements for financial conflict of interest (COI) reporting AND access the Human Subjects Committee / Institutional Review Board. However, your department may frequently have non-university members of their research teams who are required to access study documents and make COI disclosures. Access to the COI and IRB system must be set up before these individuals can work on study documents or enter their disclosure information. Non University research personnel include:

- Hospital (University of Kansas Hospital)
- UKP (University of Kansas Physicians)
- KCCC (Kansas City Cancer Center)
- MCA (Midwest Cancer Alliance)
- Research collaborators from other institutions, etc.

Use the online account request form to request access to the COI / eIRB system for non-university personnel who are working with your faculty on their research projects. University personnel including students from all three campuses (Lawrence, KUMC, and Wichita) who work on research are already in the COI / eIRB electronic database, please do not request access. Principal investigators will be instructed to contact the account requestor in their department to set up the access for individuals who are not already in the system.

1. If an affiliate will need access to the COI / eIRB system after their account is created:
   Account Requestor submits account request via appropriate online request form. On the form the following box is checked:
   - Enable Conflict of interest Access for Non-University Employees Performing Research

2. If an affiliate already has an account and needs access to the COI / eIRB system:
   Account Requestor submits COI access request via the Chalk/COI Courtesy User online request form. On the form they note that an account exists and check the following box:
   - Enable Conflict of interest Access for Non-University Employees Performing Research

3. Once the request is received by Account Management and, if necessary, the account is created, the following email is sent to: HR-university@kumc.edu, Elise Waldron ewaldron@ku.edu, Juliann Gardner jgardner3@kumc.edu

   Please assign an affiliate EmpID for the following user.
   Once assigned, please add a disclosure role and certification for COI Access.
   Name:
   CN:
   Email:
   Supervisor:
   Affiliate Dept:

4. HR replies with the affiliate EmpID, which is then added into the user’s IDM record.
   kumcpersonEmpID: 140XXXX

5. A disclosure and certification are added to the user’s HCM record and the end user is notified via the email address provided to Account Management.

FYI – ACCOUNTS TAKE ANYWHERE FROM 1 TO 4 WEEKS FOR PROCESSING