Completing a myFCOI Checklist

Step	Task
1.	Navigate to ***myFCOI Checklist*** https://myfcoichecklist.uillinois.edu/
2.	Click either **University Log In** or **Affiliate Log In**.
3.	Enter your **NetID** and **Password**.
4.	Click the **Log In** button.
5.	Click the **Create a Checklist** button.
6.	Enter the **Review ID**. **NOTE:** The **Review ID** can be found on the email related to the award. At UIC, the email will be sent from the COI Office.
7.	Click the **Find Project** button.
8.	Verify the project name displayed on the screen is correct, and click the **Start checklist** button. **NOTE:** The **View checklist** button will appear if you have already started creating a checklist.
9.	On the **Member Roles and Interests** screen, identify if an investigator or senior/key personnel has a significant financial interest related to the project or if the person will not serve as an investigator on the project. Select the appropriate boxes for each member. If none are applicable, you do not need to check any of the boxes. If you need to change your answers at a later time, you can navigate back to this page. **NOTE:** Investigators are identified by data submitted with the proposal application. You can view the proposal information at ***myResearch Portal*** https://myresearchportal.uillinois.edu/
10.	Click the **Add a comment about** link to enter in comments (if necessary). **NOTE:** If the member is not an investigator, an explanation in the comments field is required.
11.	Click the **Continue** button.
12.	On the **Compliance Status** screen, the following appear: • Role - Principal Investigator or CO-PI for the project. - Member is not an investigator, project director, or the PI has determined that the member is not responsible for design, conduct, or reporting of the research. (no image) – Member is an investigator on the project. • SFI No – Member does not have a significant financial interest related to this project. Yes – Member does have a significant financial interest related to this project. • In Compliance?

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- Member has completed compliance requirements including FCOI training and sponsor specific disclosure.

Remind - Member has not completed compliance requirements. Click to remind member button to send an email to this member to complete compliance requirements.
<u>Reminded</u> – If the member has already been sent a reminder message, the table will show the date that the reminder message was sent.

Comments – Click add to provide comments.
- Comments have already been added. Click to edit.

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Click +Add a person link to add a person to the checklist (if necessary).

Select either:
+University of Illinois faculty, staff or student

If a University of Illinois faculty, staff, or student, enter the UIN and click the Look up button.
If there are any significant financial interests or if the member is not an investigator, check all that apply; if none apply, then you do not need to check any of the boxes.
Click the Submit button.

OR

<li style="list-style:none">+Not with the University

Enter the First Name, Last Name, and Email Address of the person. NOTE: The same email address will be associated with a person in both myFCOI Checklist and START myDisclosures.
Select the Organization/Group. NOTE: If the person is under a sub-contract, enter in the name of the sub-contractor organization in Comments (required).
If there are any significant financial interests or if the member is not an investigator, check all that apply; if none apply, then you do not need to check any of the boxes.
Click the Submit button.
The person will be sent instructions on how to complete registration. The email will include the person’s user name. It will also explain the process on how to submit the sponsor specific disclosure and complete the FCOI training. For more assistance, see the step-by-step instructions for Completing for Non-University Investigator Registration job aid.

- Click to delete the person from the checklist. The option to delete a person from the checklist is only available if the person has been added to the checked.

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14.	Click the **Submit to COI** button . **NOTE**: If you see the hand symbol, then you cannot proceed with submitting the checklist. The checklist is not complete and has not been submitted to the COI office. You must follow-up with investigators to complete any sponsor specific disclosure or FCOI training that is missing per the compliance verification. **NOTE:** For additional help on who should be listed on the checklist, click on **Who needs to be listed?** link
15.	Click the **LOGOUT** button to log out of the system.