

HOW TO FILE A FINANCIAL INTEREST DISCLOSURE USING FCOI.HARVARD.EDU



1. Go to <http://fcoi.harvard.edu> and you will see the Welcome screen.

The screenshot shows a login form with the following fields: "Login ID:" with a text input field and a "What is a login ID?" link; "PIN / Password:" with a text input field and a "What is a PIN / Password?" link; and a "Login" button. Below the button, there is a link for "New user? Forgot your PIN / Password?".

2. Login using your Harvard ID and pin.



3. Click on “**New Financial Interest Disclosure**” on the left-hand side bar. Please note that the same link appears as “To create a new financial interest disclosure please click [here](#)” immediately under the introductory text. Clicking on either one will allow you to start your financial interest disclosure.

****Do you receive (or plan to receive) funding from the US Public Health Service (including the National Institutes of Health)?****

If you are an investigator on a proposal for funding or award of funding from an agency of the U.S. Public Health Service, including the National Institutes of Health, you will see text in red that reads **Special Notes for PHS Investigators**. Please click on “(show)” next to the text in red. Additional instructions will appear and you should read these instructions carefully. After August 24, 2012, as a PHS Investigator you are subject to conflict of interest requirements under Federal regulations including the requirement to **disclose reimbursed and sponsored travel**. You can file a disclosure of required travel information by clicking on “New Travel Disclosure” in the left-hand sidebar, OR by clicking the link immediately under the “Special Notes for PHS Investigators” that reads: “To create a new travel disclosure please click [here](#)”.

4. If this is your annual disclosure or if this is the first time you have filed a disclosure, answer “yes” to the question “is this an annual disclosure”? Answer “no” if you are submitting an update to a previously submitted disclosure.

Then, answer questions A, B, and C and hit “Next”.

Note: If you have previously submitted a disclosure, the system will pre-load saved information about any related outside entities in which you have a financial interest (note blue box in the screenshot above) and you will be able to view this information after you hit “Next”. **This information will not be loaded if you answer “no” to questions A and B.**

5. Click on “Add New Entity” to begin entering information about the related outside entity/entities in which you have a significant financial interest. Do not click “Next” until you have added all the entities in which you have a significant financial interest (SFI).

6. In the “Related Entity Name” field, enter the name of the entity in which you have an SFI (and answered “yes” to question A, B and/or C - step 4) and answer the subsequent questions about your interest in that entity.

remuneration from this entity in the past twelve months.

I, or a **family member**, hold **equity** (including stock, stock options, or other ownership) interests in this entity. Yes No

Please indicate the aggregate dollar amount of your (and any direct family members) equity in this entity. Select One

- Not Sure
- \$0-\$5,000
- \$6,001-\$25,000
- \$26,001-\$100,000
- > \$100,000
- Not Sure, but >\$5,000

I, or a **family member**, have received royalties, license fees, or similar payments from intellectual property rights from this entity in the last twelve months.

I, or a **family member**, had a **fiduciary or management role** with this entity in the past twelve months. Yes No

7. When you answer “yes” to a question, an additional question may appear. This question may ask the estimated value of your financial interest. This is an estimate only, and if you do not know the value, please select “Not Sure, but >\$5,000”.

8. Repeat steps 5 and 6 for each related outside entity in which you have a significant financial interest (and about which you answered “yes” to question A, B, and/or C (step 4).

Interests in Companies and Other Entities Related to your Research, Teaching or other University Responsibilities

Entities in which you have previously disclosed a financial interest are listed below. Please review these entities and enter related entities in which you have a new financial interest by clicking “Add New Entity” below.

Entities	
Google	Edit Delete

[Add New Entity](#)

[Back](#) [Next](#) [Save and Complete Later](#)

9. After you have entered information about entities and are ready to submit the disclosure, click “Next”. If you do not want to submit your disclosure at this time, click “save and complete later”. Clicking “next” will take you to the “Additional Information” screen:

Welcome

Additional Information

Please leave the space below blank if you have no additional information.

Please use the space below to provide any additional information that you believe may relate to your disclosure. You answered “yes” to question C. do you hold any patents, patent applications, or other interest in intellectual property (e.g. license agreements), in anticipation of deriving future financial benefit from them? Please use this space to provide brief details of the interest held.

List Prior Disclosures

University Policy

School Policy [Back](#) [Next](#) [Save and Complete Later](#)

Definitions

10. Please provide any additional information that you believe may relate to your disclosure or that relates to any patents you may hold (if you answered “yes” to question C in step 4). If you have no additional information, please leave the text box blank. Click “next”. After clicking “next” you will be shown a screen that allows you to review your answers to the previous questions:

HARVARD UNIVERSITY

Welcome [Log Out](#)

Assurance and Review

Assurance

By clicking on “Submit” below, I am providing my electronic signature, and I assure that I have reviewed the university’s [Policy on Individual Potential Conflicts of Interest for Tenure-Tracking Faculty and Teaching Appointments](#), and my school’s [implementation plan](#), that the information provided herein is true and complete to the best of my knowledge, and that by completing this form I am in compliance with the disclosure requirements of the University and my school.

Participant Information

Name	
School	Faculty of Arts & Sciences
Department	IAS+ICOM+MCB+IAC
PIG Investigator?	Yes
Disclosure Type	Annual Disclosure
Last updated by	

11. Please review your answers carefully and scroll to the bottom of the screen.

The screenshot shows a web form with the following elements:

- REVIEW ANSWERS:** A section with a question: "Does this entity relate to research for which you receive funding from the US Department of Health and Human Services (including the National Institutes of Health, Centers for Disease Control, and Food and Drug Administration) or the National Science Foundation?" with a "No" radio button selected.
- A text input field for describing the relationship between the entity and research or teaching.
- An "Add or Manage Entry" button.
- A red header for "Additional Information".
- Instructions: "Please use the space below to provide any additional information that you believe may relate to your disclosure. You answered 'yes' to question C (do you hold any patents, patent applications, or other interest in intellectual property (e.g. license agreements), in anticipation of deriving future financial benefit from them? Please use this space to provide brief details of the interest held.)"
- Buttons for "Back", "Submit", and "Save and Complete Later".

NEED HELP?

Please contact your School's Conflict of Interest Officer. The full list of officers is available here: <http://vpr.harvard.edu/sites/vpr.harvard.edu/files/COI%20Contact%20Us.pdf>. Or, send an email to fcoihelp@harvard.edu.

12. If you need to make changes, please click “add or manage entity”. Doing so will take you back to the add entity page (step 5). If no changes are needed, click “submit”. You will be directed to the Welcome page where you will see a blue box that indicates that your disclosure was successfully submitted:

Welcome

 The disclosure was successfully submitted

All members of the Harvard community share a common set of values. Among these missions and values are the conduct of all academic duties; pursuit and co-creation of knowledge; ethical scholarship and research; accountability for