

To access the IRB COI Grid, log into IRBIS (irbis.unc.edu), then:

1. Enter your Reference ID number into the search field and click search or enter.
2. Click on the Personnel Tab to view the COI grid.

The screenshot shows the IRBIS Office of Human Research Ethics dashboard. At the top right, there is a search area with 'IRB Number (00-0000): 06-0006' and a 'Reference ID:' field followed by a 'Search' button. The 'Reference ID:' field is highlighted with a red box. The dashboard includes a left-hand navigation menu with sections like 'Create New Submission', 'Submissions In Progress', 'All My Studies', and 'Routing Inbox'. The main content area displays a 'WELCOME TO IRBIS, THE IRB INFORMATION SYSTEM' message and provides instructions on how to use the system.

This screenshot shows the 'Application Status' page for Reference ID: 190105. The 'Personnel' tab is highlighted in red. Below the tab, there is a table titled 'Training and Conflict of Interest entered for this Submission' for the University of North Carolina at Chapel Hill (UNC-CH). The table lists various roles and their associated COI training and disclosure status.

Full Name	Role	Department Name	IRB Training	GCP	COI Training	COI WebID	COI Number	Initial COI Disclosure	Potential Conflict	COI Review Process	COI Review Result
John Stephenson	Principal Investigator	Graduate School	✓	✓	✓	212865	17-24528	✗		Unsubmitted	
Chuck Fenimore	Faculty Advisor	Office of Research Information Systems	✓	✗	✓						
Derrick Levick	Co-Investigator	Office of Research Information Systems	✗	✗	✗	276016	18-25797	✗		Unsubmitted	
John Slattery	Co-Investigator	Office of the Vice Chancellor for Research	✓	✓	✗	212867	17-24530	✗		Unsubmitted	
Laura Cowan	Study Coordinator	Office of Human Research Ethics	✓	✓	✓	212866	17-24529	✗		Unsubmitted	
Andrew Johns	Study Coordinator	Office of the Vice Chancellor for Research	✗	✗	✓	212863	17-24526	✗		Unsubmitted	
Gregory Johnson	Other	Office of the Vice Chancellor for Research	✗	✗	✗	n/a		n/a			n/a
Daniel Moonson	Other	Office of the Vice Chancellor for Research	✗	✗	✗	n/a		n/a			n/a

Below the table, there are sections for 'External Institutions' and 'Independent Investigators'. The 'External Institutions' section shows 'Duke University' with a 'Policy Undetermined' status. The 'Independent Investigators' section lists 'Chuck Fenimore' as a Co-Investigator with 'IRB Training', 'GCP', and 'COI Training' all marked as '✗'.

HOW TO READ THE GRID:

✓ means all is completed

✗ means that something is not completed or submitted

n/a means **not applicable**; there is no COI requirement for this individual.

(In a modification or other intermediate step between renewals, all fields may be blank except for IRB training. If that is the case, no COI is required at this time for the individual.)

Columns to focus on:

IRB Training: IRB CITI training. Please contact the IRB office for details.

COI Web ID: Internal reference number

COI Number: The number assigned to the COI disclosure in the AIR system (air.unc.edu), useful reference when contacting the COI Program with questions.

Initial COI Disclosure: if there is a Red ✗ in this location, it means the individual has not yet submitted their COI disclosure.

Potential Conflict: if it is blank, it means either the person has not completed the COI disclosure or there is no conflict, see COI review process column for clarification. If it says YES, then a potential conflict has been declared and needs review by the COI program. See the next two columns for details on the review process and results.

COI Review Process: This column has been added to provide more information, as detailed below, as to the status of the disclosure as it moves through the COI process. Following are the possible statuses that may be shown after the initial submission:

- Potential Conflict – submitter has indicated a potential conflict and the COI disclosure is in route via the system.
- Staff Review –the COI disclosure is in the review bucket in the COI Program and assigned to a staff member. Note that a disclosure can go from the staff to a COI Chair and then back to the staff.
- Awaiting Submitter Response – question(s) have been sent to submitter and the COI Program is awaiting a response.
- Submitter Change Needed – changes to the protocol or other areas have been requested by a COI Committee and/or COI Program. The review cannot move forward until submitter makes required changes and confirmation has been made by the COI Program.
- Chair Review – the applicable COI Committee chair is reviewing the COI disclosure.
- Designated Review – a designated reviewer is reviewing the COI disclosure.
- Committee Review – the COI disclosure has been assigned to the applicable COI Committee for review. Committee meetings are generally once a month.

When all items are related to the COI disclosure are completed to the COI Chair(s)/Committee satisfaction, including report to the Sponsor if necessary, then:

- Completed – the review is complete, review result will appear in the COI Review Results column.

COI Review Results: Are visible to everyone but do not impact processing except for “deferral”. The deferral status means additional information has to be obtained and the disclosure will have to go back to COI Committee for review.

- Pending – For use only with RAMSeS system. Contact COI Program if you see this.

NOTES: COI review generally takes about 3 weeks after the COI Program has been notified. Cases going to committee take longer.