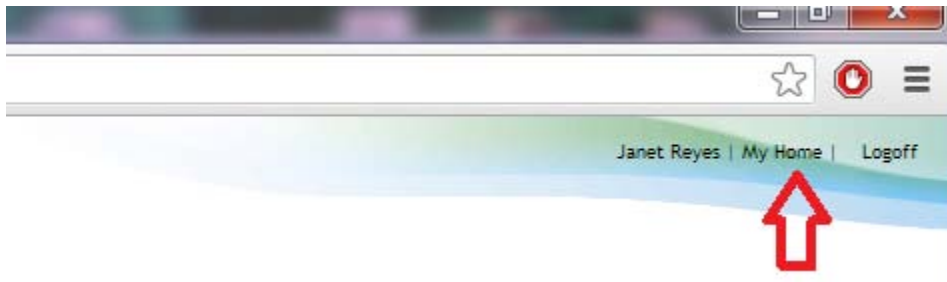
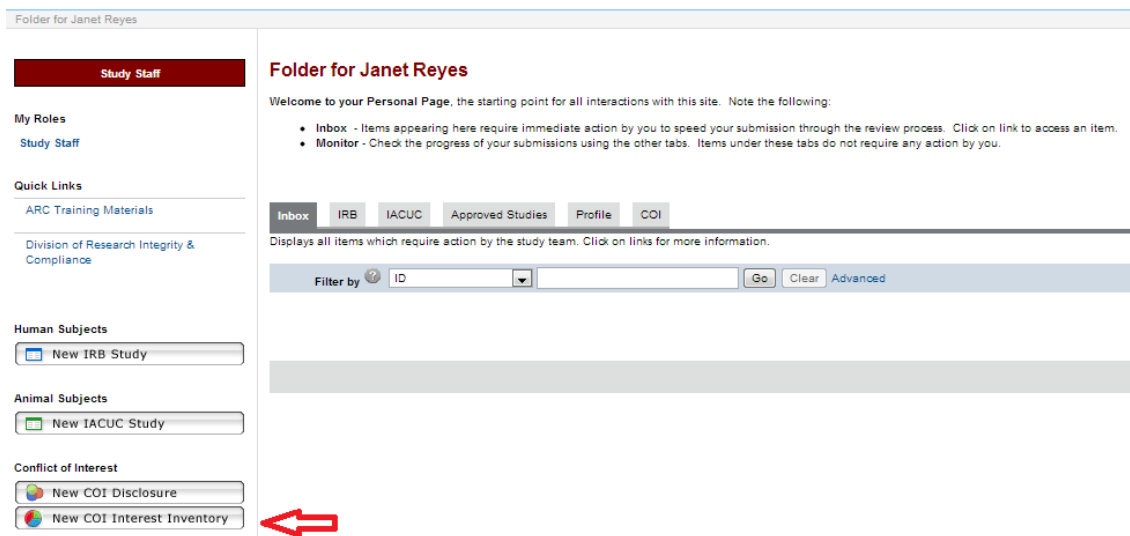


Quick Guide to Interest Inventories

1. Go to the [ARC Portal](#) and log in. If you have not registered, request an account.
2. Click “My Home” at the top left of your screen.



3. Select New COI Interest Inventory. It will always be on the bottom left under “Study Staff”



4. If you haven't taken the required training, you will be directed to it. It takes 10 minutes or less to complete.
5. Disclose Significant Financial Interests, if any.

Significant Financial Interests

2.1 Please indicate which of the following Significant Financial Interests you (or an Immediate Family Member) have had over the previous 12 months* that are Related to your Institutional Responsibilities (select all that apply):

- Ownership Interest in an Entity Related to the Research
- Consulting
- Speaker's Bureau or Similar Speaking Engagements
- Advisory Boards
- Intellectual Property Interests
- Reimbursed or Sponsored Travel
- Paid Authorship
- Other COIs

*For Reimbursed or Sponsored Travel, please also disclose any anticipated travel over the next 12 months.

Neither I nor any of my Immediate Family Members have had any Significant Financial Interests Related to my Institutional Responsibilities within the previous 12 months.

6. Identify any PHS Funding in which you participate.

Current PHS Funding

3.1 * Do you have any research projects that are currently funded by PHS and Certain Federal Agencies, Foundations or Extramural Sponsors?
Please note that this question is not asking about proposed research, only funded projects.
 Yes No [Clear](#)

3.2 Please list all PHS-Funded research projects:

Title	Project Number	PHS Awarding Agency
There are no items to display		

7. Complete the inventory. Click the "Finish" button. **Please note that this does NOT submit the Inventory.**

Inventory Complete

This is the final page of your Interest Inventory.
 Date Submitted:
 If this Date Submitted above is blank, this inventory has not yet been filed with the COI Administrator. Please click Finish and use the "Submit Interest Inventory" activity to complete your submission.

INV
Final

eCO 

8. Submit your Interest Inventory.

[https://arc.research.usf.edu/Prod/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[93B7F55211CD8E49A88ED44DC1C0D47A\]\]](https://arc.research.usf.edu/Prod/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[93B7F55211CD8E49A88ED44DC1C0D47A]])

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Home IRB Studies iACUC COI

COI > Janet Reyes's Interest Inventory

Current State: Unsubmitted

My Activities: (Interest Inventory Template)

Interest Inventory for: Janet Reyes (COI-00001220)

Date Last Submitted: ****PLEASE NOTE: Your Disclosure has not been submitted**** 
 Please use the "Submit Interest Inventory" activity on the left to submit for review.

Current PHS-Funded Projects? no
 Training Completion Date 2/20/2013


History	Disclosures	CHANGE LOG	Reviewer Notes
Activity			
Interest Inventory Created		Author	Activity Date
		Reyes, Janet Yvonne	2/20/2013 8:20 AM EST

9. Verify submission (this is a pop-up so be sure to allow pop-ups from the ARC system)

[https://arc.research.usf.edu/Prod/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity\[OID\[318671B2DE2C0645AACD7\]\]](https://arc.research.usf.edu/Prod/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[318671B2DE2C0645AACD7]])

Submit Interest Inventory

- Once you have completed your Interest Inventory, please Click OK below to submit it.
- Your Interest Inventory will remain on file and may be update at any time. When making future updates, please use the **Submit Changes** activity to file your changes.



10. Check for completion

Interest Inventory for: Janet Reyes (COI-00001220)

Date Last Submitted:	2/20/2013	Expiration Date:	2/20/2014
Current PHS-Funded Projects?	no		
Training Completion Date	2/20/2013	Training Expiration Date:	2/20/2016