Oklahoma State University

Conflict of Interest

OneAegis Web-Based COI Disclosure Program Instructions

https://okstate.oneaegis.com

Table of Contents

Who needs to submit a Conflict of Interest (COI) disclosure?

 All administrators, faculty, staff, post-doctoral fellows and students who apply for, receive or serve as key personnel on a sponsored program must submit a disclosure questionnaire before proposal submission on an annual basis or within 30 days of discovering or acquiring a new financial interest, leadership role, secondary commitment or possible conflict of interest or commitment.

Why are you doing it?

Oklahoma State University is an institution of public trust and committed to ethical business practices and the responsible conduct of research through disclosure and management of actual and potential conflicts of interest or commitment.

Conflict of interest disclosure serves to protect the reputation of Oklahoma State University, manage potential conflicts, maintain ethical practices and ensure transparency to maintain public trust.

Logging in to OneAegis

In your browser, go to https://okstate.oneaegis.com. OneAegis will work with any modern browser. Just use any up-to-date version of Chrome, Firefox, Edge. Click on the O-Key Sign In Service to use your E Cowboy login

https://okstate.oneaegis.com
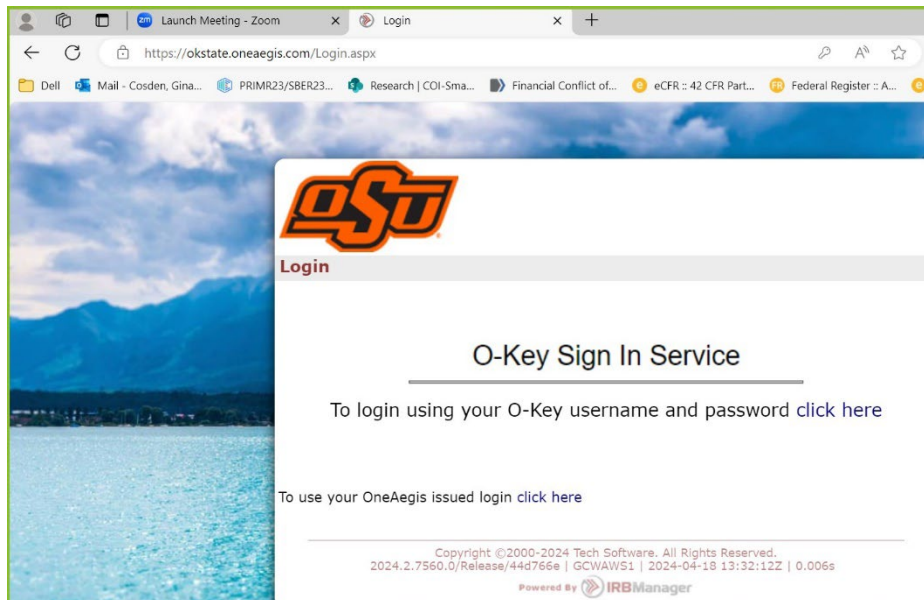
Use O-Key Sign In Service

If you do not have an E-Cowboy Log In, Please contact the office COI@okstate.edu. Otherwise use your normal E-Cowboy Log in.
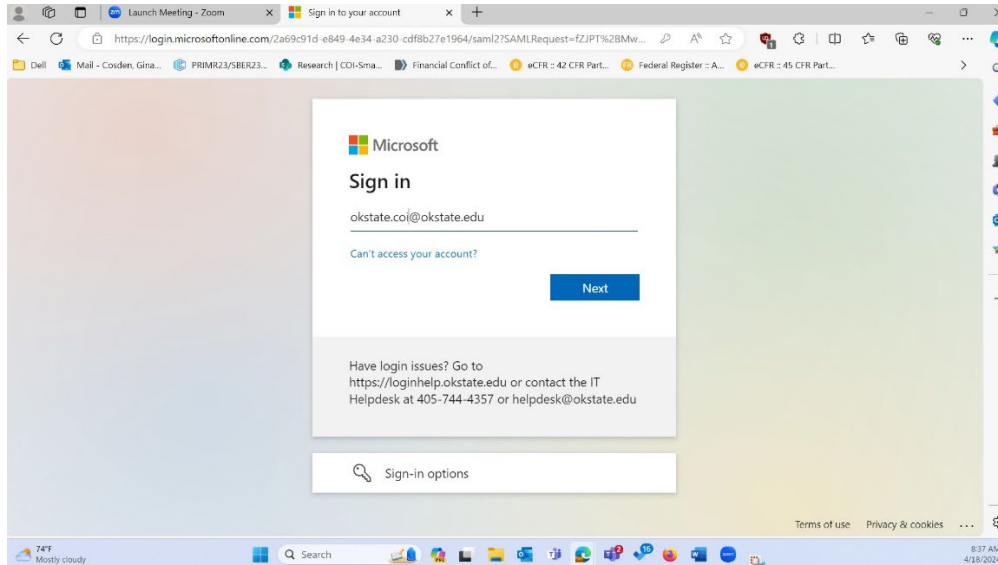
Once logged in you'll be taken to your OneAegis Dashboard. The OneAegis Dashboard holds information about all the compliance areas within Oklahoma State University as well as links to information about regulatory compliance and can be considered to be an electronic file cabinet for all of your submissions. (IRB, COI, IACUC, IBC, RSC, etc..) are all stored within.

OneAgeis Bubble Dashboard

OneAgeis dashboard will contain all links to all of your OKstate regulatory submissions. Across the top you'll see a tab for information about yourself (Me), a tab for any and all projects in the system of any type (Studies) and a tab for each regulatory area where you may have a project. (IRB, IBC, IACUC, etc.) For initial COI submission we'll focus on the COI tab.

Notices

Notices

Notices are general information from OSU and links to different sets of information.

Contacts

Contains contact information for the different Research Compliance Offices.

Bubble Dashboard Controls

In the upper right corner of the Bubble Dashboard are three icons.

1) The Switchboard which allows you to switch regulatory focus
2) The Study Search – to search for a study to which you have access (As a researcher, you can only access studies where you are the Principal Investigator, or a researcher defined to the study in OneAegis.)
3) The Menu (Person icon) where you can change your settings or switch to the power dashboard.

One Aegis Power Dashboard

If you are using the Power Dashboard, you can click under Actions in the upper left to access a particular new submission form, click on one of the links in the main My Studies Information or Switch to the Bubble Dashboard using the link in the upper left under Actions.
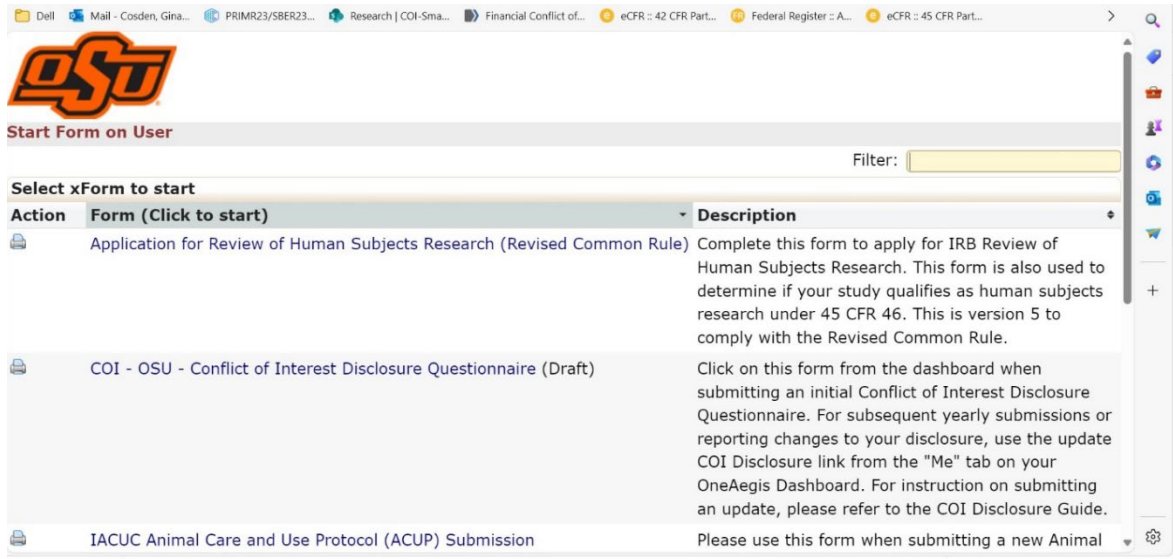
The COI-OSU – Conflict of Interest Disclosure Questionnaire (COI Disclosure Form) can be found by clicking the "Start xForm" link under actions. (For initial submission only)

For most researchers, we recommend the use of the Bubble Dashboard for user friendliness and ease of finding your information.

Start Form List

      If you choose the Start xForm Link under actions in the upper left, you'll be given a list of available new submission forms across the different regulatory areas. Click on COI-OSU – Conflict of Interest Disclosure Questionnaire (COI Disclosure Form) to start a first-time disclosure form.

Disclosure Questionnaire

The disclosure questionnaire is a series of thirteen pages of questions. The first page gathers some general information about you as the discloser. The second page contains some definitions which are commonly used throughout the form. The following pages each have a general theme or concern which is being addressed. After carefully reading each section, you can either disclose a conflict based upon the concerns addressed or you can state that you do not have any disclosures regarding that concern. If you do have a disclosure, additional questions will appear to capture the details.

👥 Collaborators | Disclosure Header ▾ | Page 1 of 13 | Next |

COI - OSU - Conflict of Interest Disclosure Questionnaire -- Disclosure Header

Contact Disclosing   Add Note   View Audit

COI, Test

     Email: OKState.COI@Test.com   **Phone:**

CITI - Conflict of Interest Training Expiration
08/14/2025

Department *(Required)*
[▾]

Please enter the full name of your supervisor *(Required)*
[   ]

Please choose your college *(Required)*
[▾]

Sponsors *(Required)*   Add Note   View Audit

Check all sponsors from which you apply for or receive funding. Your response to this question will be used to determine which conflict of interest rules apply to your sponsored projects.

☐ PHS/National Institutes of Health
☐ National Science Foundation (NSF)
☐ American Heart Association
☐ U.S. Department of Agriculture (USDA)
☐ U.S. Department of Defense (DOD)
☐ U.S. Department of Energy
☐ U.S. Department of Education
☐ State of Oklahoma (or Agency of the state)
☐ Other
☐ *None

Oklahoma Ethics Rules Confirmation *(Required)*   Add Note   View Audit

All OSU personnel, including but not limited to, administrators, faculty, staff, post-doctoral fellows, and students, are subject to the Oklahoma Ethics Rules found HERE. Please confirm below that you are aware of and will comply with these rules as it relates to your sponsored program or project.

☐ Yes, I am aware and will comply

Are you an investigator responsible for the design, conduct, or reporting of research? *(Required)*   Add Note   View Audit

○ Yes
○ No

| Next | | Save for Later | | More ▸ |

Moving from page to page

There are two ways to traverse the COI Disclosure form. Each page can be filled out and then you can click "Next" at the bottom of the page. Clicking "Next" will take you to the next logical page in the form.

You can return to a previous page by clicking the "Previous" button on the bottom of the page.

If there are required questions remaining to be answered on the page you will be stopped from clicking "Next."

You can Jump to different pages without answering all required questions by clicking the dropdown at the top of the page and choosing a different page.

While jumping from page to page will not force you to answer every required question before moving to another page, the form will not be submittable until all required questions are answered. The last section of the form checks that all required answers have been provided before allowing it to be submitted.

COI Disclosure Form Detailed Questions

Each page has at least one general question regarding a COI concern and follow up questions. The Publicly Traded Entities and IP have two general questions and follow up questions for each. You will need to answer every general question.

Entering table answers

Many of the detailed follow-up questions allow for multiple lines of entry in a table. For each separate instance of your reply, you'll want to add another row to the table.

Rows are added by clicking the "Save" link at the end of each row.
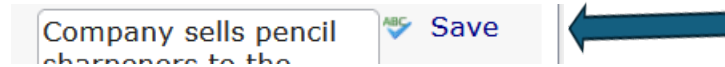
If you do not click "Save", your answer will not be recorded.

You can modify a saved response by clicking the "Edit" or pencil icon at the end of a saved row.

You can remove a previously saved answer by clicking the red "x" icon.

After you change a previously "saved" row using the pencil icon, you'll need to click the green check mark to save your changes.

Table data after save

After you've saved the row of data it will not be editable unless you click the "Edit" icon

Continue filling out the form, clicking "Next" at the bottom to move forward or using the Jump Dropdown at the top of the page until you reach the Disclosure Signature Page.

Final page disclosure listing and signature

This page will redisplay your CITI Conflict of Interest Training Expiration date. If you do have a disclosure, make certain that your CITI training is up to date. Up to date training is a required part of the conflict management process.

Next, the form will recap the status of your disclosure. In this case, you'll see that the Publicly Traded Entities is marked as having a disclosure. As a result, the overall Disclosure Status further down is set to "Conflict Disclosed."

After reviewing the Disclosure Listing, please either click "Sign" or enter your password where indicated to sign the form before submission.

COI - OSU - Conflict of Interest Disclosure Questionnaire -- Disclosure Signature

Discloser　　　　　　　　　　　　　　　　　　　　Add Note　View Audit

COI, Test
　　　　Email: OKState.COI@Test.com　　　　**Phone:**

CITI Conflict of Interest Expiration Training
08/14/2025

Draft Form

Disclosure Listing　　　　　　　　　　　　　　Add Note　View Audit

Non US Based Research
No

Publicly Traded Entities
Yes

Intellectual Property
No

Travel and Conferences
No

Ownership or financial interest in an Outside Company
No

Outside Employment or Professional Services related to your university responsibilities.
No

Foreign Employment and Appointments
No

Non-Monetary Support
No

Outside Activities Related to University Roles with Foreign Nationals or Entities
No

Service on Outside Boards as a Board Member or Trustee
No

Other Disclosures
No

Disclosure Status　　　　　　　　　　　　　　Add Note　View Audit

Conflict Disclosed

Disclosure Signature　*(Required)*　　　　　　Add Note　View Audit

Please click "Sign" and enter the required information to electronically sign this COI Disclosure.

To sign, enter password for OKState.COI@Test.com
••••••••••••••

Previous ｜ Next ｜ Save for Later ｜ More ▸

Click "Next" to go to the submission page. Your form is not sent in until you click "Submit."

Final page submit discosure

While you can certainly click "Save for Later" and come back to the form to work on it in the future, the form is not submitted to the COI office until you click "Submit" on this screen.

View of your form after submission

Once you've submitted your Disclosure Form, if you revisit the form when it's being processed, your view will show the entire form on one page. Whenever you see the form as one long page, the form is either in a later processing stage or completed. On the following page is

Click on this form from the dashboard when submitting an initial Conflict of Interest Disclosure Questionnaire. For subsequent yearly submission or reporting changes to your disclosure, use the update COI Disclosure link from the "Me" tab on your OrangAegis Dashboard. For instruction on submitting an update, please refer to the COI Disclosure Guide.

Date Entry
- Submitted 04/29/2024 8:18 AM CT by COI, Test

Disclosure Header

Contact Disclosing	Add Note View Audit

COI, Test

Email: OKState.COI@Test.com   **Phone:**

CITI - Conflict of Interest Training Expiration
08/14/2025

Date Started
04/19/2024

Discloser - Calc
COI, Test

Department
University Research Compliance

Please enter the full name of your supervisor
Debbie Cunningham

Please choose your college
General University

Sponsors	Add Note View Audit

Check off sponsors from which you apply for or receive funding. Your response to this question will be used to determine which Conflict of Interest rules apply to your sponsored projects

U.S. Department of Defense (DOD)

Oklahoma Ethics Rules Confirmation	Add Note View Audit

All OSU personnel, including but not limited to, administrators, faculty, staff, post-doctoral fellows, and students, are subject to the Oklahoma Ethics Rules listed HERE. Please confirm below that you are aware of and will comply with these rules as it relates to your sponsored program or project.

✓ Yes, I am aware and will comply

Are you an investigator responsible for the design, conduct, or reporting of research?	Add Note View Audit

Yes

Non US Based Research

Non-US Research	Add Note View Audit

Have you been awarded or are you participating in or pending participation in any foreign government, institution of higher education, or industry, contracts or grants that do not go through normal university sponsored award processes?

Yes

Definitions

Definitions	Add Note

Remuneration:
Remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship).

equity interest:
Equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public price or other reasonable measures of fair market value.

publicly-traded entity:
For example, listed on the New York Stock Exchange, Nasdaq or other public stock exchange.

non-publicly traded entity:

🍊 **OSU**

⊕ Collaborative Disclosure Header   Next

View xForm · COI · OSU · Conflict of Interest Disclosure Questionnaire

Which departments at this institution use the pencil sharpeners?	
04/22/2024 • Coeden, Gena • Not Internal	✎ ✗

Publicly Traded Entities

With regard to any publicly-traded entities whose business reasonably appears to be related to your institutional responsibilities, do you (or your spouse or dependent children) hold any equity interests or have you (or your spouse or dependent children) received remuneration over the past twelve months that, when aggregated, exceeds $5,000.

Note: the following items do not contribute to a significant financial interest and therefore should not be considered in responding to this question:
1) Salary, royalties, or other remuneration paid by OSU;
2) Income from investment vehicles, such as mutual funds and retirement accounts, as long as you (including your spouse and children) do not directly control the investment decisions in the vehicles;
3) Income from seminars, lectures or teaching engagements sponsored by a U.S. public or nonprofit entities;
4) Income from service on advisory committees or review panels for U.S. public or nonprofit entities;

Yes

Publicly Traded Entities Table
For each entity, please enter a line in the table below. You must click "Save" on the right after each entry.

Name of the Entity	Twelve Month Estimated Remuneration	Current Value of the equity	Relates to OSU Responsibilities
ACME Inc.	$20,000.00	$30,000.00	Company sells pencils used by the university
ABC Co.	$5,000.00	$6,000.00	Company sells pencil sharpeners to the university.

Intellectual Property Rights	Add Note View Audit

Do you (or your spouse or dependent children) own Intellectual Property rights or interests (e.g. patents, copyrights), **which have resulted in income (any amount)** related to such rights and interests?

Royalties or other remuneration paid by OSU **does not** contribute to a significant financial interest and therefore should not be considered in responding to this question.

No

**Travel and Conferences**

University Responsibilities Related Travel	Add Note View Audit

Within the past 12 months, have you attended any conferences, promotional events, or professional events or taken other trips related to your University Responsibilities that were paid for or reimbursed by an outside source (profit or nonprofit)

Travel that is reimbursed or sponsored by a United States federal, state or local government agency, a U.S. institution of higher education or academic medical center does not need to be disclosed.

No

Ownership or Financial Interest in an Outside Company

Financial interest in an outside company	Add Note View Audit

Do you, or a related party, have a financial interest in a company that is a vendor of goods or services to OSU?

A related party may include a spouse/partner, parent, child, sibling, grandparent, grandchild, in-law and others.

No

Outside Employment

Outside Employment	Add Note View Audit

Related Professional Services

In the past 12 months, have you provided, or do you expect to provide during the upcoming year, professional services that are related to your university responsibilities to any outside entities?

Professional services should be reported whether compensated or not. All, non-US temporary or permanent affiliations (including foreign talent programs) must be reported. Individuals with non-US affiliations must upload a document describing the nature of the affiliation as additional documentation.

NOTICE: Remunerated scholarship that is an expected activity for being an OSU faculty member in your discipline (such as seminars, lectures or temporary teaching engagements, professional presentations, work on review panels, membership on advisory committees, or activities in professional societies relevant to your field) do not count as external professional services for this question.

No

Definitions	Add Note

related party:
Includes individuals such as spouse, including common law spouses and partners, children, grandchildren, grandparent/father, siblings (brothers and sisters), parents, in-laws, grandparents, or any of those in a step relationship or through legal adoption, or any other family member who by their relationship to an individual may give rise to a perceived conflict of interest.

professional services:
Professional services include but are not limited to consulting, advising, acting as a spokesperson for/or representative of, being employed by or having an appointment with an external entity.

Foreign Employment and Appointments

Employment or Appointments	Add Note View Audit

Do you hold any employment, and/or honorary, or non-paid, appointments with any foreign institution of higher education?

Yes

Non-Monetary Support - Not related to University Activities

Non-Monetary Support Not Related to University Activities	Add Note View Audit

Non-Monetary Support Not Related to University Activities
Do you receive any non-monetary support, including travel, from an outside organization, individuals, or entities that could be perceived as a conflict?

No

Outside Activities Related to University Roles with Foreign Nationals or Entities

Outside Activities Related to University Roles and Responsibilities with Foreign Nationals or Entities	Add Note View Audit

Are you engaged in any outside activities, consulting or collaborating with any foreign nationals or entities related to your university roles and responsibilities?

No

Service on Outside Boards

Board Member	Add Note View Audit

Do you or a related party serve as a board member or trustee for any organization with which OSU does business?

No

Other Disclosures

Other Disclosures	Add Note View Audit

Have you or a related party been engaged in any other activity or arrangement that has not been described elsewhere in this questionnaire that could be perceived as a potential conflict of interest with your sponsored project responsibilities at OSU?

No

Disclosure Signature

Discloser	Add Note View Audit

COI, Test

Email: OKState.COI@Test.com   **Phone:**

CITI Conflict of Interest Expiration Training
08/14/2025

Disclosure Listing	Add Note View Audit

Non US Based Research
No

Publicly Traded Entities
Yes

Intellectual Property
No

Travel and Conferences
No

Ownership or financial interest in an Outside Company
No

Outside Employment or Professional Services related to your university responsibilities.
No

Foreign Employment and Appointments
No

Non-Monetary Support
No

Outside Activities Related to University Roles with Foreign Nationals or Entities
No

Service on Outside Boards as a Board Member or Trustee
No

Other Disclosures
No

Disclosure Status	Add Note View Audit

Conflict Disclosed

Disclosure Signature	Add Note View Audit

Please click 'Sign' below to sign in regard to your disclosure regarding your COI Disclosure.

Signed Monday, April 22, 2024 8:44:07 AM CT by COI, Test

| Close | Next | More ▾ |

No Disclosures

If you did not have any disclosures, you will receive the following email.

Your disclosure will be filed and available for view and available to edit for changes this year and open to update and file a new COI disclosure next year.

Disclosures Made or COI Office Questions.

If you have made any disclosures of conflicts or the COI Office has questions, the following instructions will demonstrate how to find the concerns and the continuing processing of the form.

Additional Information

If the COI office is requesting additional information regarding your submission, you'll receive the following email.
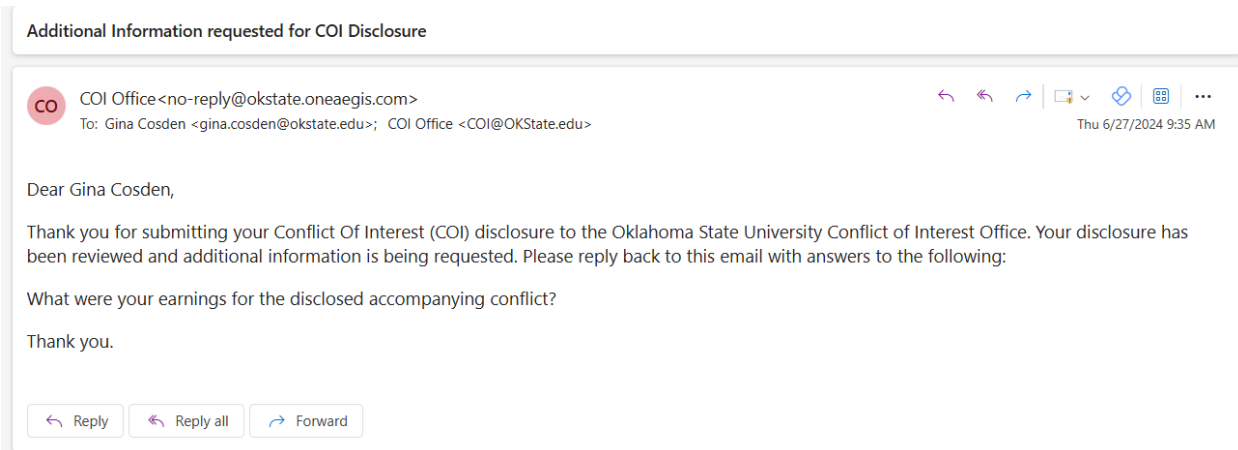
This email does not require changes to your submission. Just please reply to the COI office (COI@OKState.edu) with the requested additional information.

Once that information is received, the COI office will then either request changes to your form based on the information and will return the form to you for revision or will note the information and move your form to the proper workflow stage.

Changes needed

If there are changes needed to your submission, you'll receive this email:
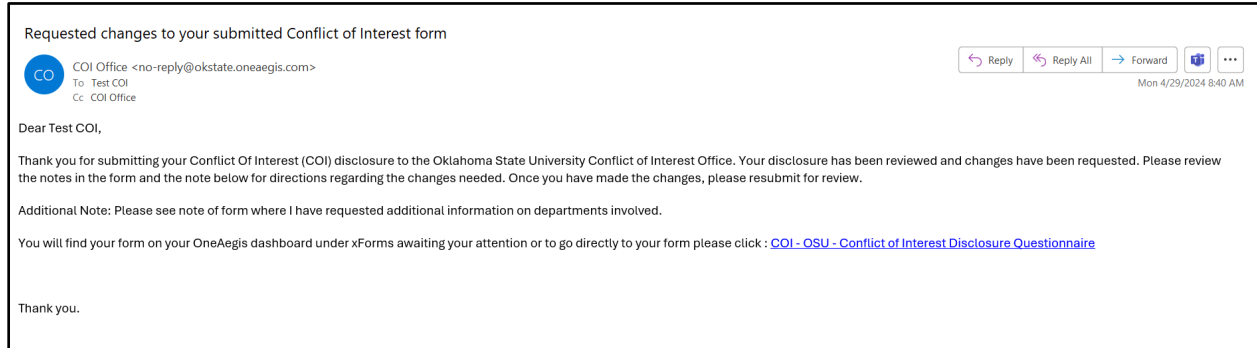
Your form is now in a stage where you can make changes. You can access your form by either clicking on the link in the email, or by logging into OneAegis and clicking on your form from your bubble or power dashboards as an xForm Awaiting Your Attention.

Dashboard waiting your attention
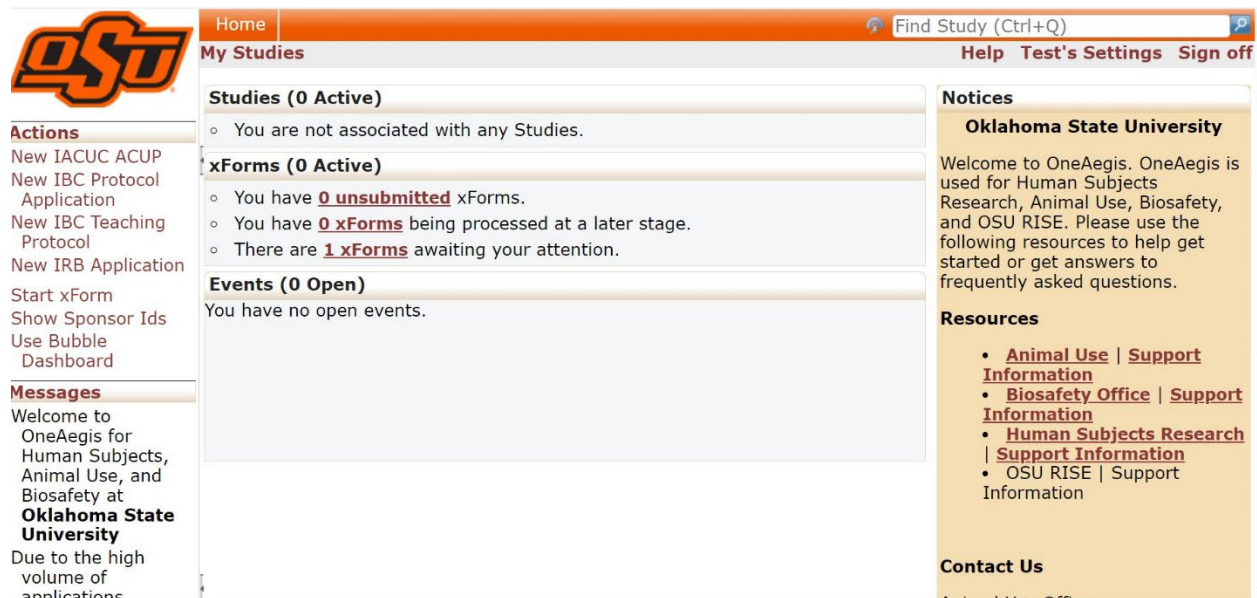
Forms that are awaiting your attention have been reviewed and are sent back to "Data Entry" to be modified by the original submitters. You'll be able to see notes from the reviews in blue on your form.

Form requiring changes or modifications

A form that has been returned to Data Entry for changes will be marked as being in Data Entry for the 2nd or 3rd of 4th time to differentiate it from initial submissions. Click on the blue link for the form to view the change requests, make the changes and resubmit.

Viewing Notes from reviews and making updates

Along with a summary of changes needed, sent to you in the email you received, the COI Office will put detailed notes into your form to tell you where you need to make changes. When scrolling through your form you'll see them as shown below.

If you're unable to find the notes, you can always click the "More" button at the bottom of the screen and choose "View Questions with Notes" to open a separate tab with ONLY the notes questions open for view. The questions are not updatable in this separate view. The view is provided only to find noted questions. You'll still need to go back to the previous tab to make the actual changes.

Click on this form from the dashboard when submitting an initial Conflict of Interest Disclosure Questionnaire. For subsequent yearly submissions or reporting changes to your disclosure, use the update COI Disclosure link from the "Me" tab on your OneAegis Dashboard. For instruction on submitting an update, please refer to the COI Disclosure Guide.

Data Entry

Disclosure Header

Non US Based Research

Definitions

Publicly Traded Entities and IP

Publicly Traded and Related

Which departments at this institution use the pencil sharpeners?

04/29/2024

Publicly Traded Entities

With regard to any publicly-traded entities whose business reasonably appears to be related to your institutional responsibilities, do you (or your spouse or dependent children) hold any equity interests or have you (or your spouse

Please make certain that you click the green check mark ✔ next to any questions in tables that you have edited. The change will not be saved unless you click the check mark.

Check & Submit Form

After you've updated your form, you can click the top center dropdown to jump to Check and Submit Form. You'll need to sign the form again and then click "Next" and then "Submit" to forward the form to the COI office for additional review.

Disclosures submitted with conflicts disclosed.

If a submission discloses a conflict one, the COI Office will make one of the following determinations:

Mark as normal academic activity

Normal Academic Activity would include items would include Teaching a Continuing Education course or lecturing for the university. These would not constitute a conflict. Your disclosure would be noted and then filed and available for you to re-open next year to disclose. You'll receive an email telling you that your disclosure was Normal Academic Activity and there are no further actions you need to take.

Negative Disclosure (Disclosure is not a conflict)

If your disclosure is determined to not be a conflict, you will receive the following email.

Submitted Disclosure determined to not be a conflict

CO COI Office<no-reply@okstate.oneaegis.com>
To: Gina Cosden <gina.cosden@okstate.edu>
Cc: COI Office <COI@OKState.edu>

Thu 6/27/2024 9:40 AM

Dear Gina Cosden,

Thank you for submitting your Conflict Of Interest (COI) disclosure to the Oklahoma State University Conflict of Interest Office. Your disclosure has been reviewed and been determined to be not a conflict. There is no further action for you to take.

If there are any changes to your COI status please make certain to update your disclosure within 30 days of the status change.
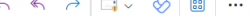
Thank you.

Reply | Reply all | Forward

Your disclosure would be noted and then filed and available for you to re-open next year to disclose. There are no further actions to take now.

Mark as conflict disclosed and request management plan

If a conflict has been disclosed that requires a management plan, you'll receive an email requesting submission of the Management Plan Form. You can begin that submission by clicking the link in the email. A separate Quick Doc will explain how to start and submit the COI Management Plan Form.

Management Plan needed for COI Disclosure

CO COI Office<no-reply@okstate.oneaegis.com>
To: Gina Cosden <gina.cosden@okstate.edu>
Cc: COI Office <COI@OKState.edu>

Thu 4/4/2024 9:53 AM

Dear Gina Cosden,

Thank you for submitting your Conflict Of Interest (COI) disclosure to the Oklahoma State University Conflict of Interest Office. Your disclosure has been reviewed and a Management Plan is required. Please click the following link to start and submit a management plan for this disclosure.

https://okstate.oneaegis.com/xForms/StartForm.ashx?Form=b509580e-a007-4293-a202-b3200cba525c&FormOwner=633fc686-21a0-4c66-a710-2d69ed3ed2b4&StartedFromInstance=43758690-389d-47f5-986b-309ee998f624

COI Management Plan Form

Thank you.

Reply | Reply all | Forward