



~~COI~~ MANAGING ~~RELATIONS~~ IN ~~RESEARCH~~

When, on a USF Research project, a USF Investigator employs another USF Investigator who meets the definition of Related Person per USF Policy 0-309, the following procedure must be followed:

1. At proposal:
 - a. The Principal Investigator must disclose the relationship to the University on the

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oversee administrative and financial matters involving the related investigators (e.g. performance reviews, approval of travel, approval of expense reports). If no such person is available, the Memo should name the department chair(s) who will perform this function.

- ii. The Mitigation Memo must be signed by the appropriate persons:
 1. For USF Health faculty members, the Memo must be signed by the related persons' department chair(s) and the Senior Vice President for USF Health.
 2. For all other USF faculty/staff, the Memo must be signed by the related persons' department chair(s) and Dean or Associate Dean for Research (as appropriate). The Dean will provide a copy of the memo to the Provost.

iii.

- a. The COI Program Manager must be contacted **before** any funding can be disbursed.
- b. The Related Persons must provide notice to the funding agency disclosing their relationship and indicating that the potential conflict will be managed in accordance with the University's policies and procedures (if such notice was not previously provided with the proposal submission).
- c. The COI Program Manager will contact each Related Person named on the proposal and ask them to log in to ARC and complete a Project-Specific Conflict of Interest Disclosure.

i. As part of this disclosure, each Related Person must upload a copy of