

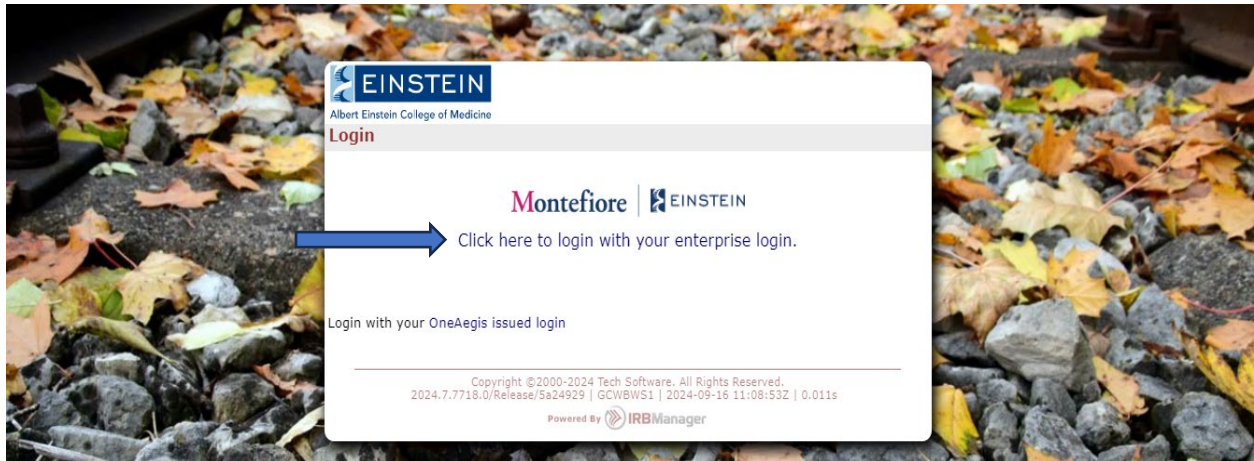
OneAegis Conflict of Interest (COI) Submission Guide

Section 1: First Time COI Disclosure Submission

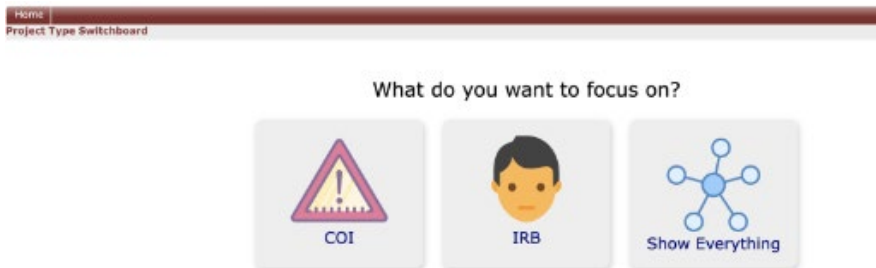
IMPORTANT: The Einstein Conflict of Interest Office will not receive your completed disclosure until you click the “Submit” button at the end of the disclosure form after signing. Please see below on page 5 for more information to ensure your COI disclosure form has been submitted successfully.

For guidance on resuming a previously saved COI disclosure form, refer to “Section 2: Continuing Saved Disclosures” on page 6.

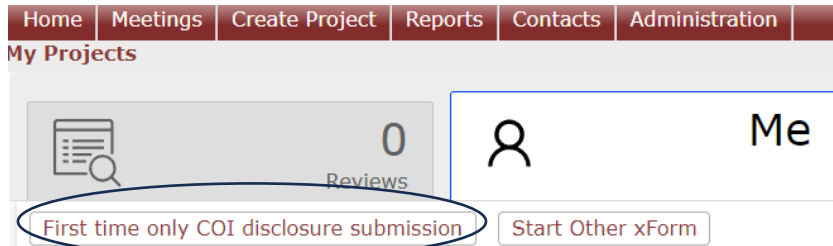
1. Log into OneAegis, <https://einsteinmed.oneaegis.com>, using the “click here to login with your enterprise login” link. Your username is your Einstein/Montefiore email address and password.



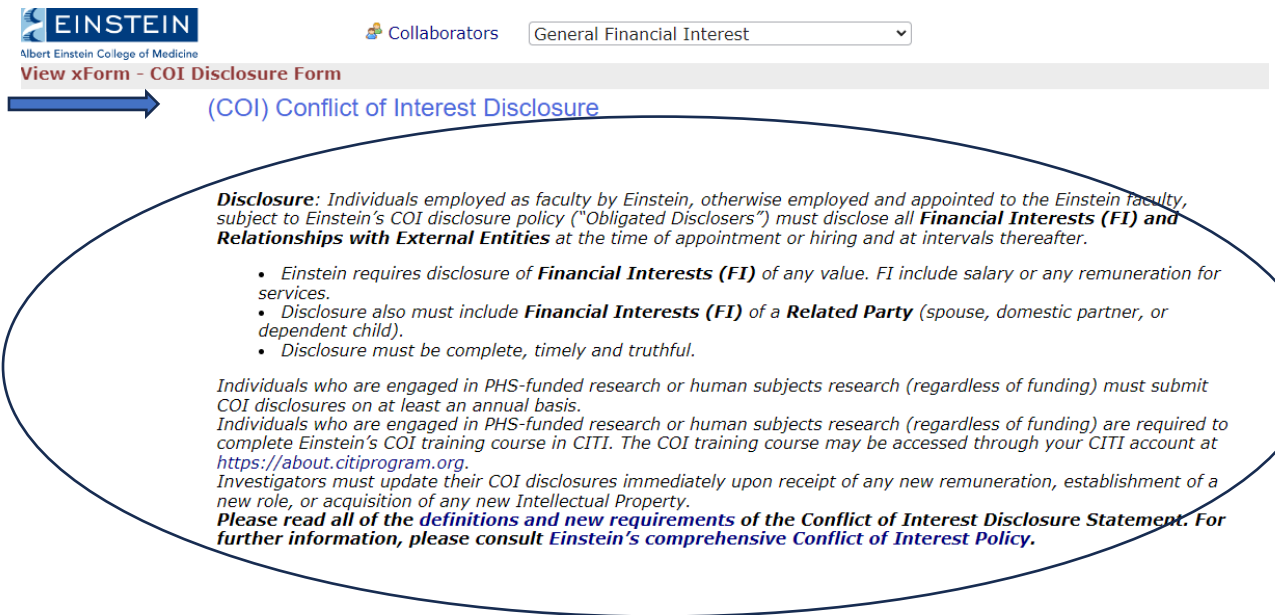
2. Click on the COI icon



3. Select “First time only COI disclosure submission” if this is your first time completing a COI disclosure form in OneAegis. This applies to all first time COI disclosure submissions, even if you’ve previously completed a COI disclosure form in a different system.



4. Review the Conflict of Interest Disclosure information on page 1 of the form before proceeding to the General Financial interest questions.



5. If you have financial interests to disclose and serve as an investigator on any research project enter the **Research Project Title**, whether the research is **supported by *PHS (Public Health Services) funds**, whether the research is **supported by other sponsors**, if the research involves **human subjects and** if the research involves **animal** under the General Financial Interest section.

***OF NOTE:** PHS funding agencies include NIH, FDA, AHRQ, CDC, and all other Agency Divisions of Health and Human Services.

- To include an additional **Research Project Title**, click “Add” under the Action section.

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Collaborators General Financial Interest Page 1 of 5 Next

Research

Do you have a role as **Investigator** for any research project? **Investigator** means an individual responsible for the design, conduct, or reporting of research. (Required)

Yes
 No

For each project you are an investigator, please provide details below. You must include any sponsored research projects, including those that do not involve human subjects. (Required)

Research Project Title	Is this research project supported by PHS funds?	Is this research project supported by other sponsors?	Does this research project involve human subject research?	Does this research project involve animal research?	Action
The Human Research Study involving...	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Add

Remember to click "add" in the table after each row entered.

Briefly describe the relationship of each of these research projects to any role, compensation, or ownership interest you have disclosed: (Required)

- When you have completed the questions on each page, click the “Next” button, which is located at the **top** and **bottom** of the form.

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Collaborators General Financial Interest Page 1 of 5 Next

General Financial Interest Summary

Conflict Disclosed

Today's date (Required)

9/16/2024

When you have completed the questions on this page, click 'Next.' If you wish to return to the form in the future, click 'Save for Later.'

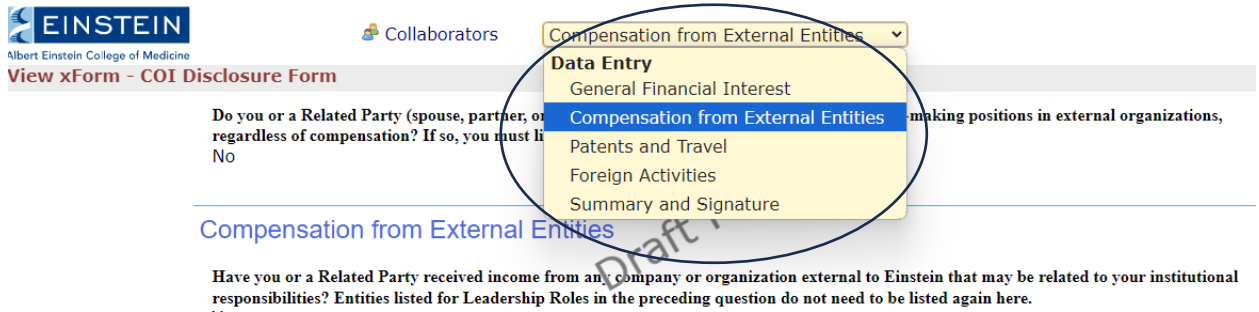
Next Save for Later More

- If you wish to continue the form at a later time, click the “Save for Later” button.

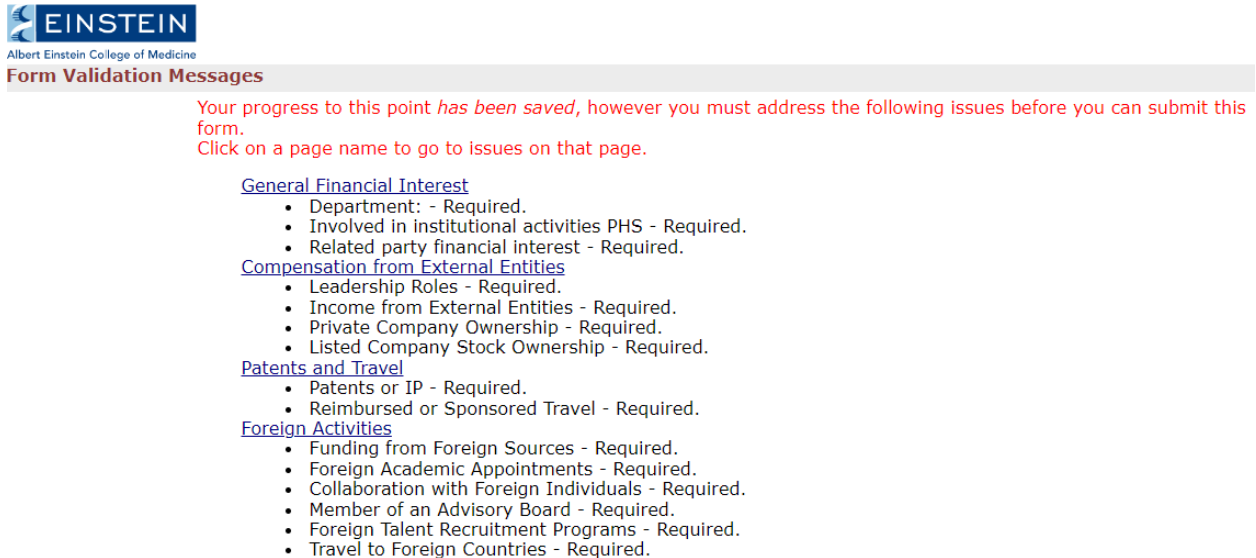
When you have completed the questions on this page, click 'Next.' If you wish to return to the form in the future, click 'Save for Later.'

Next Save for Later More

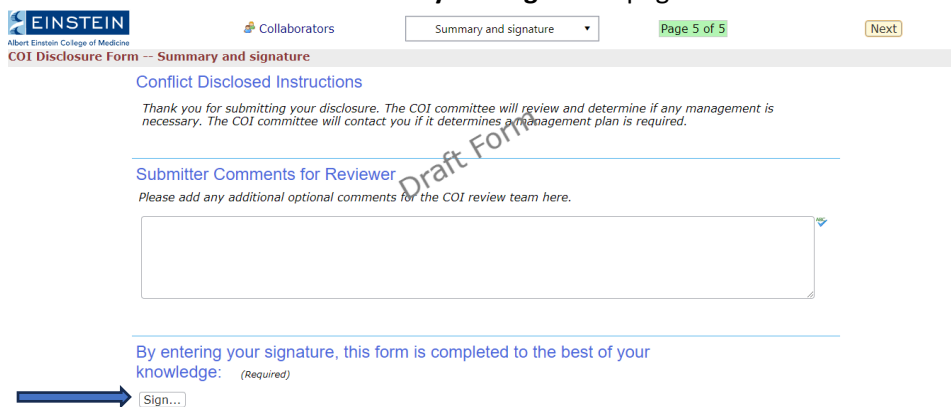
9. The dropdown menu located at the top of each page allows you to toggle between various sections of the COI disclosure form: **General Financial Interest, Roles/Compensation in External Entities, Patent and Travel, Foreign Activities** and the **Summary and signature** page.



10. All applicable sections of the COI disclosure form **must** be completed before signing on the Summary and signature page. If you have **not** completed the required sections, you will receive the following prompt:



11. Once all sections are completed, be sure to sign/acknowledge completion of the COI disclosure form on the bottom of the **Summary and signature** page.



12. After signing the disclosure form, you must click “next” at the bottom of the page, and then click “submit” on the page that follows.

When you have completed the questions on this page, click 'Next.' If you wish to return to the form in the future, click 'Save for Later.'

After clicking 'Next', click 'Submit' to submit the form to the Einstein COI office. The form is NOT SUBMITTED until you click 'Submit' on the next page.

[Previous](#) [Next](#) [Save for Later](#) [More ▾](#)

- **IMPORTANT:** The Einstein Conflict of Interest Office will not receive your completed disclosure until you click the “Submit” button.

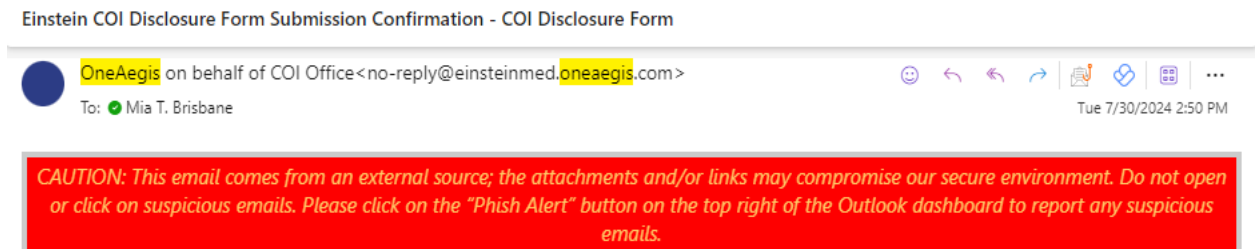


Form Completed

You've completed the form. You can now either save the form for later revision, or submit it. The form will not move forward, until you click "SUBMIT"

[Go Back](#) [Save for Later](#) [Print](#) [Submit](#) ←

13. Upon submission, you will receive the following email confirming receipt of your completed COI disclosure form:



Dear Mia Brisbane,

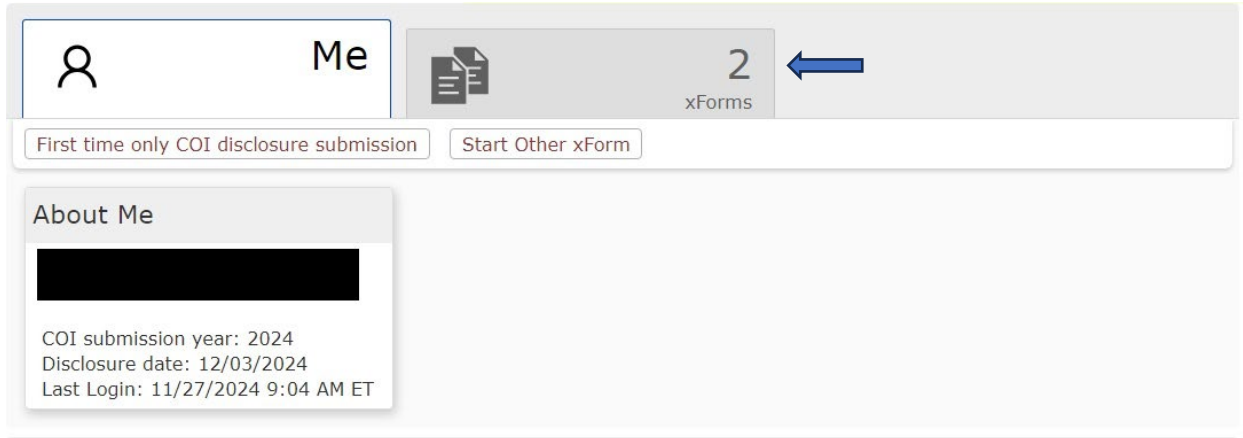
Thank you for submitting your Albert Einstein College of Medicine Conflict of Interest (COI) Disclosure form. This email serves as confirmation that the COI disclosure for Mia Brisbane has been received by the Einstein Conflict of Interest Office.

Sincerely,

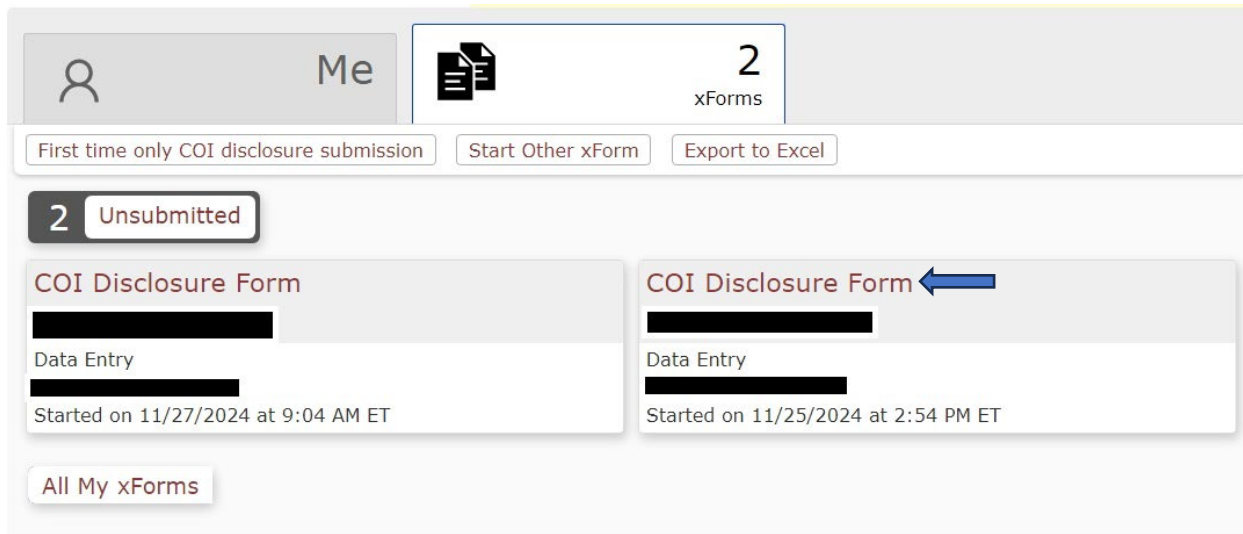
The Einstein COI Office
Albert Einstein College of Medicine
COI@einsteinmed.edu

Section 2: Resuming a Saved COI Disclosure Form

1. After logging into OneAegis, you can find saved COI disclosure forms that have not yet been submitted by clicking the tab entitled “xForms.”



2. After clicking the xForms tab, you can view copies of COI disclosure forms that you initiated and saved before submitting. Each saved COI disclosure form will indicate the day on which it was created. To resume a saved COI disclosure form, click the label “COI Disclosure Form.”



Section 3: Responding to Clarification Requests

1. Upon review of your disclosure form, Einstein COI Office may request additional information and/or clarification. If so, you will receive the following email. Click on the “COI Disclosure Form” link to access/update your form.

Additional information/clarifications needed on COI Disclosure Form



CAUTION: This email comes from an external source; the attachments and/or links may compromise our secure environment. Do not open or click on suspicious emails. Please click on the “Phish Alert” button on the top right of the Outlook dashboard to report any suspicious emails.

Dear Mia Brisbane,

The COI Office has received your disclosure form and needs additional information and/or clarifications in order to make a determination regarding your disclosure.

Hello, Mia. Hope all is well. Does the High Flyers conference have anything to do with your MMCH research study? Please advise at your earliest convenience. Thank you

Once you've revised this application, you will need to resubmit it to the COI office. You may access your form here [COI Disclosure Form](#)

Thank you,
COI Office

2. You can amend the form based on the additional information and/or clarification request. If you are **making a change to a table** within the form, you **must** click the green checkmark to save the information.

COI Disclosure Form -- General Financial Interest

Yes
 No

For each project you are an investigator, please provide details below (Required)

Research Project Title *	Is this research project supported by PHS funds? *	Is this research project supported by other sponsors *	Does this research project involve human subject research *	Does this research project involve animal research *	Action
Mickey Mouse Clubhouse research study	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> <input type="checkbox"/>
	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Add

Briefly describe the relationship of each of these research projects to any role, compensation or ownership interest you have disclosed: (Required)

I own stock in ABC, which is the channel that this show comes on. I am also on the advisory board for MMCH. My High Flyers conference in Orlando has nothing to do with this research study.

3. You can also submit additional comments to the COI reviewer on the Summary and signature page before signing the form:

COI Disclosure Form -- Summary and signature

Submitter Comments for Reviewer

Please add any additional optional comments for the COI review team here.

I've updated the requested information regarding the High Flyers conference and it's relation to my MMCH research. The two are not related.

By entering your signature, this form is completed to the best of your knowledge: *(Required)*

Sign...

4. Lastly, you can resubmit the disclosure form for COI review by clicking "Submit"

Form Complete

Form Completed

You've completed the form. You can now either save the form for later revision, or submit it. The form will not move forward, until you click "SUBMIT"

Go Back

Save for Later

Print

Submit



OR

By selecting "Check & Submit Form" from the dropdown menu located at the top of each page.

COI Disclosure Form -- Summary and signature

Disclosure Summary

General financial interest summary

Conflict Disclosed

Role/compensation in external entities summary

Conflict Disclosed

Patent and travel page summary

Conflict Disclosed

Foreign activities summary

No Conflict Disclosed

Summary and signature

General Financial Interest

Roles/Compensation in External Entities

Patent and Travel page

Foreign Activities page

Summary and signature

Check & Submit Form



If there are any questions or concerns, please feel free to contact the Einstein COI Office at coi@einsteinmed.edu or 718-430-2237.