MEMORANDUM

To: Researchers

From: Martin Wybourne, Vice Provost for Research

Cc: Carol Folt, Carl DeMatteo, Jill Mortali, Liz Bankert, Susan Adams, Bob Donin

Date: 24 August 2010

Re: Conflict of Interest On-line Disclosure System

Over the past twelve months we have been developing a web-based system to handle the conflict-of-interest disclosures required for sponsored research projects. System development has involved my office, the Council on Sponsored Activities, faculty members, OSP and Administrative Computing. The new on-line system will provide many improvements over the current paper-based disclosure process; it will link disclosures to proposals, enable all key personnel to make a disclosure at the time of proposal submission, and will offer a straightforward means for disclosures to be updated. The new process will help ensure that we remain in compliance with federal regulations and that we continue to maintain high integrity in Dartmouth’s research activities.

We are in the final phase of testing and will start rolling out the system for general use in mid-September. We expect to have the system fully implemented by January 2011. Please note that the CPHS paper-based process will not be changing at this time. We anticipate moving the CPHS process on-line in the future.

Liz Bankert and Jill Mortali will be visiting departments in the fall term to present an overview of the system. They will also be available to help individual faculty members and researchers. As with all new software tools, questions and unanticipated issues will arise. Please let us know about problems you encounter and suggestions you might have so that we can continue to improve the system.

Finally, we are monitoring the situation regarding possible new NIH conflict of interest rules so that we can adapt our processes as and when necessary. We will keep faculty and the Council on Sponsored Activities apprised on the situation.