



Investigators' Annual Project Disclosure Certification Form

(To be completed by the Project PI)

Responsibility of the PI:

The Principal Investigator (PI) from each research or sponsored program must complete the Annual Project (FCOI) form and submit it with the proposal for **new or renewal** support of NMHU research or sponsored projects. The PI is also responsible for advising every other investigator listed below of the annual FCOI disclosure requirements. Proposals cannot be approved administratively in the Office of Research and Sponsored Projects until a Disclosure Form is obtained from each investigator listed below.

PI/PD of Project Name:	School/College
Title/Rank:	Department/Other Unit:
Email:	Funding Agency:
Phone:	Proposal CFDA#(for NSF add Type#, Activity #, & IC Code):
Project Title:	

Please list all **investigators or persons (including yourself)** who will be or are involved with this project. Check whether each investigator: (1) has completed an Annual FCOI disclosure form; (2) has in place a management plan (if required); and (3) has completed the mandatory NIH FCOI training (if required). A definition of terms are provided in the following page.

Name of Investigators	Position in the Project	Annual Disclosure Complete (required)	Management Plan (if required)	NIH Training Complete (if required)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Definition of Terms

Investigator means any person including, faculty, staff, students and non-NMHU consultants or subcontractors who are responsible for the design, conduct or reporting of NMHU research regardless if the individual(s) do not have sole or primary responsibility for the task or the research.

Management Plans are required of individuals who have been determined to have a financial conflict of interest (based on information submitted in their FOCI disclosure form) and the university has implemented a management plan that specifies actions to manage the FCOI.

Position in the Project includes the title of person(s) involved in the project including, but not limited to, Co-PI, Coordinator, Faculty Advisor, Visiting Faculty, Researcher, Assistant Researcher, Consultant, Subcontractor. Also include unpaid faculty, staff, student or consultants.

Note: If the **Subcontractor** has comparable policies and procedures in place to review and manage potential conflict situations, please attach Subcontractor policy or reference Subcontractor URL. If a Subcontractor does not have an FCOI policy, they must complete the a *Subrecipient Commitment Form*.

NIH Training is required of all project investigators involved in funded projects by the Department of Health and Human Services (DHHS) and other funding agencies.