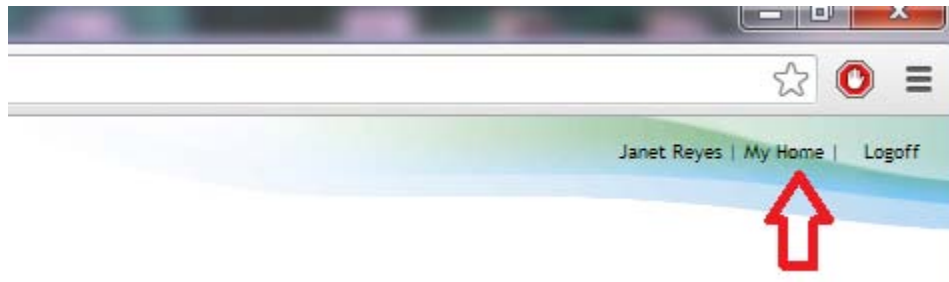
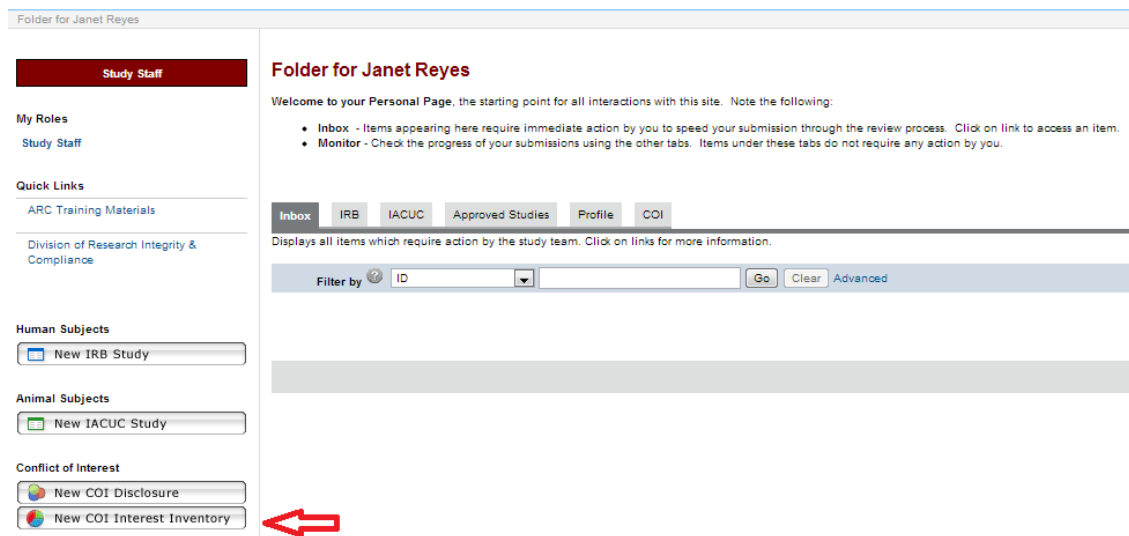


# Quick Guide to Interest Inventories

1. Go to the [ARC Portal](#) and log in. If you have not registered, request an account.
2. Click “My Home” at the top left of your screen.



3. Select New COI Interest Inventory. It will always be on the bottom left under “Study Staff”



4. If you haven’t taken the required training, you will be directed to it. It takes 10 minutes or less to complete.
5. Disclose Significant Financial Interests, if any.

**Significant Financial Interests**

2.1 Please indicate which of the following Significant Financial Interests you (or an Immediate Family Member) have had over the previous 12 months\* that are Related to your Institutional Responsibilities (select all that apply):

- Ownership Interest in an Entity Related to the Research
- Consulting
- Speaker's Bureau or Similar Speaking Engagements
- Advisory Boards
- Intellectual Property Interests
- Reimbursed or Sponsored Travel
- Paid Authorship
- Other COIs

\*For Reimbursed or Sponsored Travel, please also disclose any anticipated travel over the next 12 months.

Neither I nor any of my Immediate Family Members have had any Significant Financial Interests Related to my Institutional Responsibilities within the previous 12 months.

6. Identify any federally-funded research in which you are currently participating. Additionally, identify funding from [any entity](#) that has adopted the PHS regulation regarding objectivity in research.

**Current Funding**

3.1 \* Are you currently an Investigator on any research projects that are currently funded by a Federal Agency or by an entity that has adopted the PHS regulation regarding objectivity in research? Please note that this question is not asking about proposed research, only funded projects.  
 Yes  No [Clear](#)

3.2 Please list all applicable funded research projects:

Title	USF Project Number	Awarding Agency
There are no items to display		

7. Complete the inventory. Click the “Finish” button. **Please note that this does NOT submit the Inventory.**

**Inventory Complete**

This is the final page of your Interest Inventory.  
 Date Submitted:  
 If this Date Submitted above is blank, this inventory has not yet been filed with the COI Administrator. Please click Finish and use the "Submit Interest Inventory" activity to complete your submission.

INV  
Final

eCO

**Finish**

8. Submit your Interest Inventory.

[https://arc.research.usf.edu/Prod/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[93B7F55211CD8E49A88ED44DC1C0D47A\]\]](https://arc.research.usf.edu/Prod/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[93B7F55211CD8E49A88ED44DC1C0D47A]])

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Home | IS Studies | iACUC | COI

COI > Janet Reyes's Interest Inventory

**Current State**  
 Unsubmitted  
 Edit COI  
 Print Submission  
 View Differences

**My Activities**  
 Submit Interest Inventory  
 (Interest Inventory Template)

**Interest Inventory for: Janet Reyes** (COI:00001220)

Date Last Submitted: \*\*PLEASE NOTE: Your Disclosure has not been submitted\*\*  
 Please use the "Submit Interest Inventory" activity on the left to submit for review.

Current PHS-Funded Projects? no  
 Training Completion Date 2/20/2013

History | Disclosures | CHANGE LOG | Reviewer Notes

Activity	Author	Activity Date
Interest Inventory Created	Reyes, Janet Yvonne	2/20/2013 8:20 AM EST

9. Verify submission (this is a pop-up so be sure to allow pop-ups from the ARC system)

[https://arc.research.usf.edu/Prod/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity\[OID\[318671B2DE2C0645AACD7\]\]](https://arc.research.usf.edu/Prod/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[318671B2DE2C0645AACD7]])

**Submit Interest Inventory**

- Once you have completed your Interest Inventory, please Click **OK** below to submit it.
- Your Interest Inventory will remain on file and may be update at any time. When making future updates, please use the **Submit Changes** activity to file your changes.

**OK** **Cancel**

10. Check for completion

**Interest Inventory for: Janet Reyes** (COI:00001220)

Date Last Submitted: 2/20/2013 Expiration Date: 2/20/2014

Current PHS-Funded Projects? no

Training Completion Date 2/20/2013 Training Expiration Date: 2/20/2016