

# Quick Guide to Interest Inventories

1. Go to the [ARC Portal](#) and log in. If you have not registered, request an account.
2. Select New COI Interest Inventory. It will always be on the bottom left under “Study Staff”

The screenshot shows the top navigation bar with tabs for 'My Home', 'COI', and 'IACUC'. Below this is a 'Study Staff' section with a 'Page for Samantha Nash' header. A 'Welcome to your Personal Page' message is followed by a list of actions: 'Inbox', 'Monitor', and 'ARC Updates'. Below the message are tabs for 'Inbox', 'IRB', 'IACUC', 'Approved Studies', and 'Profile'. A search filter is present with a dropdown set to 'ID' and a text input field. On the left sidebar, under 'Conflict of Interest', the 'New COI Interest Inventory' button is highlighted with a red rectangular box.

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.

The screenshot shows the 'Interest Inventory' form. The left sidebar has a menu with 'Interest Inventory' expanded, showing options like 'INV - Interest Inventory', 'INV - Significant Financial Interests' (highlighted), 'INV - Funded Research Projects', and 'INV - Final Page'. The main content area is titled 'Significant Financial Interests' and contains a question '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 (select all that apply): Institutional Responsibilities'. Below the question is a list of checkboxes: 'Ownership Interest', 'Consulting', 'Speaker's Bureau or Similar Speaking Engagements', 'Advisory Boards', 'Intellectual Property Interests', 'Reimbursed or Sponsored Travel', 'Paid Authorship', and 'Other COIs'. A note states: '\*You must only disclose Reimbursed or Sponsored Travel if you are a PHS Investigator. Please also disclose any anticipated travel over the next 12 months.' The '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.' checkbox is checked. The right sidebar shows 'INV 2' and 'eCOI' at the bottom.

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.

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

Exit Save **Finish**

8. Submit your Interest Inventory.

9. Check for completion