

Guidelines for Implementing a Financial Conflict of Interest (FCOI) Impartial Review of Manuscripts when Required as a Conflict Management Mechanism.

The FCOI review of manuscripts is a conflict of interest management mechanism which is implemented to provide oversight on the reporting of research in which an investigator has a financial conflict of interest. This oversight mechanism determines that an appropriate conflict of interest disclosure has been included in the manuscript. The guidelines below provide instructions on how to conduct the FCOI review for manuscripts. For any questions related to this process, contact the COI office (996-4070; coi@uic.edu).

Forms needed for this process:

(available at www.research.uic.edu/conflict under the section "Forms")

- Nomination/Acceptance of FCOI Reviewer of Manuscripts
- FCOI Reviewer Report: Manuscript Evaluation

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I. Selection, nomination and approval of the FCOI reviewer

- A. Selection.** The FCOI reviewer must have the relevant background to understand financial conflicts of interest. If the reviewer requests additional information the investigator must provide it. The reviewer must not have any personal, professional, or financial conflicts of interest with the investigator, the sponsor of the research, or the research being conducted. With the knowledge and approval of the department head or dean, the reviewer may be compensated at the investigator's expense, or as part of the research budget, but that is not required.
- B. Nomination.** The *Nomination/Acceptance of FCOI Reviewer of manuscripts* form is completed by the investigator with the assistance of the FCOI reviewer and submitted to the department head or dean for approval. The nomination form indicates to whom the reviewer will submit completed FCOI Reviewer Reports.
- C. Approval.** The *Nomination/Acceptance of FCOI Reviewer of Proposed Research Reports* form is submitted to the department head or dean for approval. If acceptable, the department head/dean will sign the form and file the original, giving copies to the investigator, reviewer, and the COI Office. If the proposed reviewer is not acceptable to the department head/dean, the department head/dean will consult with the investigator to identify an alternative reviewer.

II. Guidelines for the investigator:

- A. Submit copies of manuscripts to the FCOI reviewer.** The investigator must submit copies of manuscripts intended for public dissemination and on which a conflict of interest has been disclosed to the FCOI reviewer for review prior to public dissemination.

- B. Provide materials to reviewer and discuss.** After the reviewer has reviewed the manuscript(s), the investigator should, upon request, discuss the situation giving rise to the conflict of interest with the reviewer, answer the reviewer's questions, and provide information as requested by the reviewer.

III. Guidelines for the reviewer:
Preparing the *FCOI Reviewer Report: Manuscript Evaluation*

- A. Read the provided manuscript(s).**
- B. Discuss the situation with the investigator.** The reviewer may request any additional information as needed, which may include visiting the lab/performance site; reviewing data; reviewer may also request funding proposals or IRB applications, research notes, interviews with lab staff. The reviewer may request this information so that he/she is able to make and support his/her recommendation as provided in the *FCOI Reviewer Report: Manuscript Evaluation* form.
- C. Complete the reviewer's form.** Complete the form: *FCOI Reviewer Report: Manuscript Evaluation*. The completed form should be printed and signed by the FCOI Reviewer and the Unit Executive Officer.
- D. Submit the completed report.** Submit the completed *FCOI Reviewer Report: Manuscript Evaluation* form to either the investigator or department head/dean (as noted in the *Nomination/Acceptance of FCOI Reviewer of manuscripts* form). Respond to any follow-up questions from the department head/dean.

IV. Guidelines for the department head/dean:
Accepting the *FCOI Reviewer Report: Review of Manuscripts*

- A. Acceptance/Non-acceptance of report.** The *FCOI Reviewer Report: Manuscript Evaluation* may be accepted as is, accepted after obtaining more information from the reviewer or investigator, accepted after revision, or not accepted. If revisions are requested, the department head/dean should consult with the reviewer, who may need to follow up with the investigator. If the report is not accepted, the department head/dean should contact the COI office for guidance (996-4070; coi@uic.edu).
- B. Retention of report.** The *FCOI Reviewer Report: Manuscript Evaluation* originals should be kept on file in the department to document the conflict management process. A copy of the *FCOI Reviewer Report: Manuscript Evaluation* must be sent to OVCR's COI office. Do not attach manuscripts or publications to the report unless requested by the COI Office.