



Updating your USDA Conflict of Interest

The Conflict of Interest (COI) form is used to select proposal reviewers who do not have a conflict of interest with the PI, co-PIs, or other senior/key personnel listed on the proposal.

1. **Follow directions.** When our office reviews COI forms, edits are often required to comply with USDA instructions.
2. **Use the USDA template.** USDA provides a COI template at <https://nifa.usda.gov/resource/application-support-templates>.
3. **Update regularly.** Be sure to add new co-authors, collaborators, and advisees as you make new connections.

USDA NIFA GRANTS APPLICATION GUIDELINES:

Unless stated otherwise in the RFA, a Conflict of Interest (COI) list is required for each Senior/Key Person included in the R&R Senior/Key Person profile.

For each Senior/Key Person

1. List alphabetically - **Last name, First name** - the **full names** of individuals in the following categories:
 - All **co-authors** on publications within the **past 3 years**, including pending publications and submissions.
 - All **collaborators** on projects within the **past 3 years**, including current and planned collaborations.
 - All thesis or postdoctoral **advisees/advisors**.
 - All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the **past 3 years** including receiving compensation of any type (e.g., money, goods, or services).
2. **Mark with an X** the person's relationship to you in the appropriate column (Co-Author, Collaborator, etc.)

See <https://nifa.usda.gov/resource/nifa-grantsgov-application-guide>

RULES THAT ARE OFTEN OVERLOOKED:

- ✓ Include names in the "last name, first name" format.
- ✓ Use complete first and last names rather than initials.
- ✓ Alphabetize your list by last names **first**. *This is one of the most overlooked instructions.*