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.**