

May 2021

USDA CONFLICT OF INTEREST



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, list alphabetically by last name (and with last name first), the full names of individuals in the following categories and mark each category which applies with an “x”.

- 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).

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. This is one of the most overlooked instructions.