Financial Interest (conflict of interest) reporting information for YOU...

Case Western Reserve University is strongly committed to upholding its conflict of interest policies. In addition to ensuring that the University is in compliance with federal regulations, Case’s COI policies protect the University, its faculty, employees, students, trainees and researchers, as well as human subjects and animals in research. This Q&A sheet can help you understand your reporting requirements and how to find information and assistance.

Q: Am I required to complete an Outside Financial Interest Report for Case? If so, when?
A: You are required to complete the Outside Financial Interest Report (at least once each calendar year and to update the form within ten days with any new reportable financial interests) IF you are a/an:
- University full-time faculty member (Board of Trustees-appointed full, associate, or assistant professor; senior instructor or instructor)
- Other than full-time faculty member (part-time, adjunct, clinical or visiting faculty member; clinical instructor, etc.) only if paid by Case
- Investigator engaged in research through Case (including staff, key personnel)
- University officer; senior official; staff member as designated by your supervisor

Q: How do I complete my all electronic Outside Financial Interest Report?
A: Log in to Spiderweb using your Case Network User ID: http://spiderweb.case.edu
- Click on Outside Interest/COI at the left, complete all questions, Sign and Submit
- Update whenever there are new reportable changes

Q: How do I obtain assistance with my Case Network User ID?
A: If you know your Case Network User ID and need to activate it, click on the I.T. Services “wizard” here: https://www.case.edu/wizard/wizard.html?idcheck
- If you do not know your Case Network User ID or are not sure whether you have one, see the ITS Identity Management page/HELP info here: http://help.case.edu/Category/33/cat__Identity+Management/, or contact your department, school or HR representative to learn whether you have been issued a Network User ID.
- If you are not an employee or a faculty member, an affiliate (“sponsored”) account may be required—see ITS link: http://help.case.edu/Article/45/cat__Identity+Management/articleId__19071/

Q: Will the Office of Outside Interests assist with my outside financial interest & conflict of interest questions?
A: Yes. The Office of Outside Interests administers the University’s conflict of interest policies and supports the Outside Interests Committee. Please visit the Office of Outside Interests web page, or see contact info at bottom of page: http://ora.ra.cwru.edu/research/orc/coi/index.cfm

Q: What is the Outside Interests Committee (OIC) of Case Western Reserve University?
A: The Outside Interests Committee is appointed by the President to: 1) Work with the President and governing bodies to develop policy and procedures; 2) Review reports of individual and institutional outside financial interests; 3) Develop management plans for conflict of interest; 4) Provide education to the University community. To learn more, see: http://ora.ra.case.edu/research/orc/coi/coic.cfm

Q: Where can I read the Case Western Reserve University Policies on Individual Conflicts of Interest and Institutional Conflicts of Interest?

Contact information for the Office of Outside Interests and the Outside Interests Committee:

Office of Outside Interests
Web page: http://ora.ra.cwru.edu/research/orc/coi/index.cfm
Email: caseoic@case.edu
Telephone: 216-368-4513