Annual Certification FAQ
Most common faculty/trainee issues and questions

- I can’t log into the database...
  - The COI database is located at [http://dcpwpersirbapp/COI](http://dcpwpersirbapp/COI)
  - You must be connected to MD Anderson’s Intranet, either by using a computer located on campus, or by using VPN access. If you do not have VPN access, please visit the [OneAccess](#) site for instructions, and work with your department to get you remote access authorized. Once you are able to remote into the MD Anderson web access, navigate to the [COI Database](#) and log in using your regular user name and password.
  - You should be using the same username/password combination that you use to log into your computer.
  - Make sure that your caps lock isn’t on.
  - The system may take a minute to load new pages so allow some time for each page to fully load.
  - If you continue to have issues logging into the database, please contact a COI Analyst (3-1234).

- What is this for?
  - According to Institutional Policy ACA0001 (COI Policy), each faculty member, faculty supervisor, investigator, trainee and institutional decision maker shall provide the COIC with an Annual Certification attesting to the accuracy of their outside relationships and research disclosed within the previous 12-month period or from the previous certification which are subject to disclosure as described in Section 3 of COI Policy.
  - Completing your annual certification ensures that we comply with federal regulations (42 CRF 50 subpart F) and with UT System Rules (UTS175).

- I don’t have any outside relationships, so I don’t have to do this, right?
  - All faculty members, faculty supervisors, investigators, trainees and institutional decision makers must submit an annual certification; if you have no outside relationships that must be disclosed, then you will be certifying that fact.

- I already did this, why am I doing this again?
  - Annual Certifications are completed once every year. If you are a new employee who started after the annual certification deadline, you will have 30 days from your start date to complete your annual certification and must complete it again between January 1st and January 31st after your start date.
  - First, log into the COI database and confirm that you don’t have a pending Annual Certification. If you have a button outlined in red that says “Click here to initialize your Annual Certification, required by UT Systems and Institutional Policy” then you have not yet completed your annual certification. If you do not see this button and you are still receiving the notifications to complete your annual certification, please notify the COI Staff (3-1234) for assistance.

- Who is exempt from completing an Annual Certification?
  - Trainees who have an appointment (according to TAA records) lasting less than six months are exempt.
  - Adjunct Faculty members who do not have MDACC email accounts and are not Investigators (as identified by the Principal Investigator per Institutional Policy ACA0001) are exempt (as identified by FAA)
  - Professor Emeritus faculty who do not have MDACC badge or email privileges (as identified by FAA) are excluded from the annual certification requirement.
  - Clinical Specialists (as determined by FAA)
  - Any individual who is no longer employed at MD Anderson or if their MD Anderson appointment has ended, then the individual is not required to complete the Annual Certification. For DAs and Chairs who see individuals on their list who shouldn’t be there, please contact a COI Analyst (3-1234) for assistance.

- What happens if I don’t complete my annual certification by the deadline?
  - Disciplinary action may be warranted for noncompliant individuals subject to this policy. Noncompliance with this policy and/or written recommendations of the COIC shall be reported up to executive leadership.