Login to the FASIS Portal at [https://nupa.northwestern.edu/](https://nupa.northwestern.edu/) with your NETID & password

1. Click on “Conflict of Interest” under My Other FASIS Functions on the right-hand side of the screen.

2. On the COI page, to access the Monitor Compliance pages, expand the “COI Compliance Tools” menu bar.

Questions? Contact nucoi@northwestern.edu or 847-467-4515
3. These tools will let you view all of the projects an Investigator is on (Compliance by Investigator), or all of the Investigators on a particular project (Compliance by Proposal).

4. “Compliance by Proposal” will allow you to view all of the investigators and their disclosure dates on a particular project – useful for assessing compliance prior to proposal submission.

Search by InfoEd/SP#.
“Compliance by Proposal” has many useful functions. It allows you to see whether all investigators on a project have a current disclosure on file (red). If not, you can email them directly from the page (blue).

Additionally, with PI approval, you can change the role of the listed personnel by “Updating Investigator’s Project Status” if they are no longer active on the project, or if they are not an investigator.

Tip! This page can serve as an internal check to make sure that all names were properly entered into InfoEd after the overnight feed.

On the second tab of the Compliance by Proposal page, “NUCOI & School Review,” you can see the status* of the project in the review process.

Before chartstrings can be opened on a project, all active investigators must have a status of “No Conflict Identified” or “Conflict Managed.”

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“Compliance by Investigator” allows you to see if an investigator has disclosed and view all the projects subject to the NU COI requirements on which s/he is listed as an Investigator.

Search by either Employee ID or Last Name.

The most recent disclosure date is listed in two places in the “Compliance by Investigator” screen.

If the Investigator has not completed their training, has not disclosed, and/or their disclosure date is out-of-date (more than one year old), you can send them an email reminding them to disclose / update their disclosure directly from this page.

Tip! You may need to scroll to the right to see this part of the screen.
**DISCLOSURE REVIEW STATUS EXPLANATIONS**

**Pending Review** *(has not yet been looked at; no determination yet)*

**Under Review** *(it has been looked at it and it is being looked into further; no determination yet; perhaps information-gathering is underway and/or the PI is being engaged for more information)*

**No Conflict Identified** *(it has been reviewed and determined to be no conflict; final determination)*

**Potential Conflict Identified** *(it has been reviewed and further review is needed; still being looked into; no determination yet; perhaps information-gathering is underway and/or the PI is being engaged for more information)*

**Sent to Committee** *(it has been reviewed and been escalated to COI Committee within School OR COI Oversight Committee; no determination yet)*

**No COI Per Committee** *(it has been reviewed and determined to be no conflict by Committee; final determination)*

**Conflict Managed** *(it has been reviewed and determined to be a COI/FCOI, management plan is finalized and uploaded to FASIS, and sponsor reporting has occurred; final determination)*

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