



# Vanderbilt University School of Medicine Faculty Database

## User's Manual and Quick Reference

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Last Revision: 2/28/2003

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## Introduction

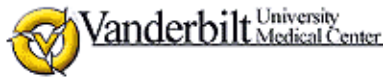
*The Faculty Database is a single and comprehensive repository of information about Vanderbilt School of Medicine faculty members.*

### Quick and Easy!

- Build and save your C.V. and Biosketch online!
- Store publication information in one place!
- Create searchable keywords to describe your clinical and research interests as well as patient care specialties.
- Advertise a postdoctoral position!
- One-stop visit for compliance issues.

### Public Features

The new online School of Medicine Faculty Database is quickly becoming a widely utilized institutional resource. This powerful database allows the online community to search for VUMC faculty members by name, by keyword or by descriptions created by the faculty member. The faculty member has full control over what information is represented in this screen. A typical public view is shown below.



## Faculty Database

Vanderbilt University School of Medicine

[Medical Center Home](#) | [Eskind Library](#) | [Search](#) | [Help](#) | [VU](#) | [Home](#)

### Vanderbilt University School of Medicine

**Gabbe, Steven G. , M.D.**

Position: Professor,Professor

Department: Obstetrics and Gynecology ,Medical Administration

Lab Url:

<http://www.mc.vanderbilt.edu/medschool/dean.php>

Phone Number:

Email Address: [steven.gabbe@vanderbilt.edu](mailto:steven.gabbe@vanderbilt.edu)



#### Office Address

D-3300 MCN

#### Mailing Address

D-3300 MCN 2104

#### Clinical Research Keywords

obstetrics, gynecology, diabetes

#### Research Specialty

pregnancies complicated by diabetes mellitus

#### Clinical Research Description

Prenatal diagnosis using ultrasound, the assessment of fetal well being, and physician burnout

#### Publications

Gabbe SG, Melville J, Mandel L, Walker E.. Burnout in chairs of obstetrics and gynecology: diagnosis, treatment, and prevention. Am J Obstet Gynecol, 186, 601-612, 2002

Gregory BP, Gabbe SG. Insulin pump therapy in pregnancy. Diabetes Care and Education. On the Cutting

## Biosketch and CV Features

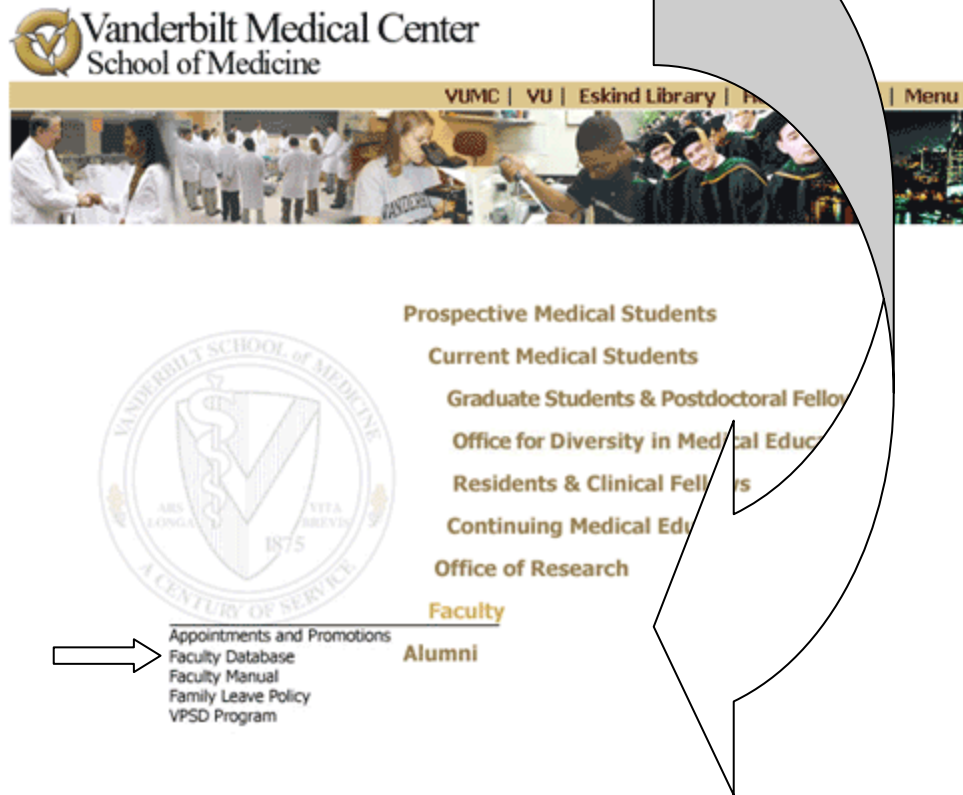
Aside from the basic features that are for public view, the Faculty Database has features that are secure and only available to the faculty member. As indicated in Section 2 of this manual, [a valid VUnet ID and Password](#) will allow you access to "build a Biosketch" for grant proposals, as well as an option to "build a CV". These features allow the faculty member to input information about publications, previous employment, honors, and education and save it on our secured server. The faculty member can then click and choose which of these saved items to include in an automatically formatted Biosketch or Curriculum Vitae.

This information is fully secure and is *not* available for public view. The following is an example of a Biographical Sketch printed in NIH form 398 format:

Principal Investigator/Program Director (Last, first, middle): <i>Gabbe, Steven G.</i>			
<b>BIOGRAPHICAL SKETCH</b>			
Provide the following information for the key personnel in the order listed for Form Page 2. Follow this format for each person. <b>DO NOT EXCEED FOUR PAGES.</b>			
NAME Gabbe, Steven G.		POSITION TITLE Professor and Dean, School of Medicine	
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)			
INSTITUTION AND LOCATION	DEGREE (if applicable)	YEAR(s)	FIELD OF STUDY
Princeton University University of Pennsylvania Cornell University Medical College	B.A. M.A. (Honors) M.D.	1965 1983 1969	
<p><b>NOTE: The Biographical Sketch may not exceed four pages. Items A and B may not exceed two of the four-page limit.</b></p> <p><b>A. Positions and Honors.</b> List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.</p> <p><b>Position and Employment</b></p> <p>2001 - Present     Dean, School of Medicine, Vanderbilt University, Nashville, TN            2001 - Present     Professor, Department of Obstetrics and Gynecology, School of Medicine,            1996 - 2001     Professor and Chairman, Department of Obstetrics and Gynecology, University of Washington Medical Center, Seattle, WA            1987 - 1996     Professor and Chairman, Department of Obstetrics and Gynecology, The Ohio State University College of Medicine, Columbus, OH            1985 - 1986     Visiting Professor, Department of Obstetrics and Gynecology, King's College Hospital, London, England            1982 - 1987     Professor, Department of Obstetrics and Gynecology, Pediatrics, and Radiology, University of Pennsylvania School of Medicine, Philadelphia, PA            1982 - 1987     Professor, Associated Faculty of the School of Nursing, University of Pennsylvania, Philadelphia, PA            1978 - 1982     Associate Professor, Department of Obstetrics and Gynecology and Department of Pediatrics, University of Pennsylvania School of Medicine, Philadelphia, PA            1977 - 1978     Associate Professor, Department of Obstetrics and Gynecology, University of Colorado School of Medicine, Denver, CO            1975 - 1977     Assistant Professor, Department of Obstetrics and Gynecology, University of Southern California, Los Angeles, CA            1972 - 1975     Resident, Obstetrics and Gynecology, Boston Hospital for Women, Boston, MA            1970 - 1972     Research Fellow, Reproductive Medicine, Boston Hospital for Women, Boston, MA            1969 - 1970     Intern, Medicine, New York Hospital, NY</p> <p><b>Honors</b></p> <p>Phi Beta Kappa            Alpha Omega Alpha            National Toxicology Program Center for the Evaluation of Risks to Human Reproduction (Member Expert Registry            2002     Joseph Bolivar DeLee Humanitarian Award, Board of Directors of Chicago Lying-in Hospital            2002     President-elect, Society for Gynecologic Investigation            2001-2002     President, The American Gynecological and Obstetrical Society            2000     Chair, Maternal Fetal Medicine Units Network, Steering Committee, National Institutes of Health            1999     Distinguished Teacher Award, 1999 Graduating Class, University of Washington School of Medicine            1998-present     Institute of Medicine, National Academy of Sciences, member            1998     Chair, Data Monitoring and Safety Committee (DMSC), for Hyperglycemia and Adverse Pregnancy Outcome (HAPO) Study            1997-2001     Director, Perinatal Services, University of Washington Medical Center            1997     Achievement Award, Society of Perinatal Obstetricians            1997-present     Member, Expert Committee on the Diagnosis and Classification of Diabetes Mellitus, American Diabetes Association            1997-2001     Member, Standing Committee on Issues of Faculty Women, University of Washington School of Medicine            1996-2001     Residency Program Director, Obstetrics and Gynecology, University of Washington Medical Center (UWMC)            1996-2001     Member, Clinical Management Committee, University of Washington Medical Center            1996-1998     President, Council of University Chairs of Obstetrics and Gynecology (CUCOG)            1996     Organizing Committee, Fourth International Workshop-Conference on Gestational Diabetes            1996-1999     Representative, Liaison Committee for Obstetrics and Gynecology (LCOG)            1996-1999     Member, Council on Resident Education in Obstetrics and Gynecology (CREOG)            1996-1999     Secretary, The American Gynecological and Obstetrical Society            1996-2001     Member, Medical School Executive Committee, University of Washington School of Medicine            1993-1995     Chairperson, Appointment, Promotion, and Tenure Advisory Committee, The Ohio State University College of Medicine            1992-1995     President, Council of Chairs, The Ohio State University College of Medicine            1992-1997     Member, Clinical Research Advisory Committee, March of Dimes Birth Defects Foundation            1992-1995     Member of Council, Society for Gynecologic Investigation            1991     Best Article, Contemporary Ob/Gyn            1991     Professor of the Year, Class of 1991, The Ohio State University College of Medicine</p>			

Faculty members benefit by having a single place to store personal and professional information and by having easy control over what information is available to the public. They also benefit from the database's ability to generate useful, printable documents from the stored information.

1. **Where to Find the Faculty Database**  
<http://www.mc.vanderbilt.edu/medschool/>



Click **Faculty**, then **Faculty Database**, then **Faculty Login**

OR go directly to the Login page at:

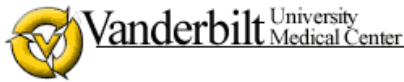
[http://medschool.mc.vanderbilt.edu/facultydata/php\\_files/login\\_faculty.php](http://medschool.mc.vanderbilt.edu/facultydata/php_files/login_faculty.php)

Enter the above URL into the address field of your web browser, then press enter. You may want to bookmark the page for convenience.



## 2. Accessing the Database

To access the database, type in your **VUnet ID and password** and click Login.



## Faculty Database

Vanderbilt University School of Medicine

[ [Medical Center Home](#) | [Eskind Library](#) | [Search](#) | [Help](#) | [VU](#) | [Home](#) ]

A screenshot of the Faculty Login page. The page has a dark blue background with the title "Faculty Login" in white. Below the title are two white input fields: "User ID:" and "Password:". Below the "Password:" field are two buttons: "Login" and "Clear". A red arrow points from the top of the page down to the "User ID:" input field.

We welcome any questions, comments or suggestions you may have. Please send any general questions or informational requests to Chanchai McDonald, Ph.D., phone (615) 322-4708.  
Email: [Chanchai.McDonald@mcmail.vanderbilt.edu](mailto:Chanchai.McDonald@mcmail.vanderbilt.edu)

If you need additional information about your ID or your current password, please direct your web browser to <http://vunetid.vanderbilt.edu>.

### 3. Faculty Menu

Once you have successfully logged in, you will be presented with a menu of options, split into categories: Personal Information Functions, Biosketch Functions, Previous and Current Trainees, Curriculum Vitae Functions, Compliance Requirements, and Grant-related Conflict of Interest Forms.

#### Faculty Menu

Personal Information Functions
<a href="#">▶ Edit Personal Information</a>
<a href="#">▶ Edit Postdoctoral Information</a>
<a href="#">▶ Edit Basic Research Keywords and Description</a>
<a href="#">▶ Edit Clinical Research Keywords and Description</a>
<a href="#">▶ Edit Patient Care Specialties and Clinical Interests</a>
<a href="#">▶ Add New Publications or Edit/Select Publications to Display</a>
<a href="#">▶ Preview Personal Information Page</a>

Biosketch Functions
<a href="#">▶ Edit Biosketch (page1.)</a>
<a href="#">▶ Add New Positions or Edit/Select Positions to Display</a>
<a href="#">▶ Add New Honors or Edit/Select Honors to Display</a>
<a href="#">▶ Add New Publications or Edit/Select Publications to Display</a>
<a href="#">▶ View Biosketch</a>
<a href="#">▶ Print Biosketch</a> Font: <input type="text" value="Arial"/> Size <input type="text" value="10"/> <input type="button" value="Download"/> <small>(requires MS Word 2000 or higher)</small>

Previous and Current Trainees
<a href="#">▶ Add Student or Trainee</a>
<a href="#">▶ Assigns Trainee</a>
<a href="#">▶ Unassigns and Edit Trainee</a>
<a href="#">▶ View Trainee</a>
<a href="#">▶ Print Trainee</a> Orientation: <input type="text" value="portrait"/> <input type="button" value="Download"/> <small>(requires MS Word 2000 or higher)</small>

Curriculum Vitae Functions
<a href="#">▶ Edit Personal data &amp; Professional Experiences</a>
<a href="#">▶ Edit Task Force</a>
<a href="#">▶ Edit Memberships &amp; Honors or Awards</a>
<a href="#">▶ Edit Publications</a>
<a href="#">▶ Edit Invited Presentation</a>
<a href="#">▶ View Curriculum Vitae</a>
<a href="#">▶ Print Curriculum Vitae</a> <input type="button" value="Download"/> <small>(requires MS Word 2000 or higher)</small>

Compliance Requirements
<a href="#">▶ Confidentiality Agreement (coming soon)</a>
<a href="#">▶ Environmental Health and Safety</a> - VUNet ID and Password will gain access to these training modules - <b>ALL Faculty</b> must complete the <b>Faculty Safety Course</b> (Fire and Hazardous Communication) - Those faculty with <b>patient contact</b> must <b>ALSO</b> complete the <b>Bloodborne Pathogen Course</b>
<a href="#">▶ HIPAA and Standards of Conduct Training</a> - <b>HIPAA training must be completed by APRIL 15, 2003!</b>
<a href="#">▶ Are you up to date on your required immunizations and TB skin test?-- <a href="#">Medical Surveillance</a></a>

Conflict of Interest for NIH and NSF Grants
<a href="#">▶ You have 0 unsigned COI Certification</a>
<a href="#">▶ View signed COI form(s)</a>
<a href="#">▶ Change electronic signature's password</a>

- [▶ Change Password](#)
- [▶ Logout](#)

## **3.1 Personal Information Functions**

The functions in this section are for editing the information that appears on your personal information page (in other words, just the information which is accessible to anyone browsing the database).

### **3.1.1 Edit Personal Information**

Using the entry fields, it is possible to change or update the basic personal information that will appear on your web page. This includes mailing and office addresses, phone number, and e-mail. It is also possible to add or update the URL for your office, laboratory or department web page. **Changes are not registered until the Submit button is clicked.**

### **3.1.2 Edit Postdoctoral Information**

This option allows you to add or update a description of any postdoctoral positions you may have available. Basic HTML tags may be used for formatting (for instance, creating bold or italics) or creating links (if desired), but are not necessary in the absence of specific customization. For a tutorial on HTML and a list of HTML tags, see the HTML tutorial at W3Schools.com web site: <http://www.w3schools.com/html/>.

If you would like to preview any changes you have made, use the **Preview Personal Information Page** function (see Section 3.1.7.) from the Faculty Menu, make sure to click the Submit button to register your changes in the database.

### **3.1.3–3.1.5 Keyword and Description Functions**

The following three functions allow you to edit keywords and descriptions for your basic research, clinical research, patient care specialties and clinical interests. It is not necessary to enter information for all of the functions, only for the ones that are applicable.

#### **3.1.3 Edit Basic Research Keywords and Description**

Users perform searches in the Faculty database by using research keywords. It is wise to enter a range of keywords appropriate to your research, so that users interested in areas related to your research can find your database entry. Keywords may be entered either by selecting the appropriate checkboxes or typing directly into the text box. If you choose to type your keywords into the text box, make sure to separate the keywords with commas.

Your **Research Specialty** should be a very short overview of your research, preferably less than 12 words. Your **Research Description** can be much longer, containing up to 4,000 characters. You may use the Word Count button to periodically check the number of characters used; if your entry is longer than the maximum length, clicking the Submit button will alert you and direct you to shorten the entry.

If you are associated with another program that is supported by the BRET office (such as the Vanderbilt Diabetes Center), you may enter a separate description for your research at the other program. Select the appropriate linked program from the menu, and then click the Submit button. A separate page will load with a text box for entering the research description for your other program. Once you have typed in your changes, click the Submit button to register your changes in the database.

#### **3.1.4 Edit Clinical Research Keywords and Description**

Similar to the Edit Basic Research Keywords and Descriptions function (see Section 3.1.3.), this function allows you to enter keywords related to your clinical research so that users can find your database entry when searching the Faculty Database by keyword. Use commas to separate your keywords in the text box.



Your Clinical Research Description, like your Basic Research Description (see Section 3.1.3.), must be 4,000 characters or less. You may use the Word Count button to periodically check the number of characters used; if your entry is longer than the maximum length, clicking the Submit button will alert you and direct you to shorten the entry.

### **3.1.5 Edit Patient Care Specialty**

Also similar to the Edit Basic Research Keywords and Descriptions function (see Section 3.1.3.), this function allows you to enter your patient care specialties so that users can find your database entry when searching the Faculty Database by keyword. Use commas to separate your keywords in the text box.

Your Clinical Interests entry may be as extensive as you wish. You may use the Word Count button to periodically check the number of characters used. Once you have finished updating your Clinical Interests, make sure to click the Submit button to register your changes in the database.

### **3.1.6 Add New Publications or Edit/Select Publications to Display**

This function allows you to add and edit your publications. You can also delete publications, if desired. This feature is included, not for retractions, but in case of repeated entries once the worm to extract publications from PubMed is completed. You may select or deselect publications for display in your Biosketch and/or Curriculum Vitae or public view.

### 3.1.6.1 Add Publications

To add publications to the database, click the "Add Publications" link in the green box at the top of the page. A new window will pop up prompting you for the abstract URL, publication year, and complete citation. For ABSTRACT URL, enter the web address (URL) for the abstract of your online publication. For example, if you have a publication on PubMed, copy the URL for the abstract on PubMed and paste it into the box.

**Publications:**

**Please enter your publications in the area below. Each text box will represent one publication.** For ABSTRACT URL, please enter the web address (URL) for the abstract of your online publication. For example, if you have a publication on PubMed, copy the URL for the abstract on Pubmed and paste it into the box below. For the complete citation, enter the entire citation for your publication in the text box.

TITLE

AUTHOR

ABSTRACT URL

ISSUE

VOLUME

PAGES

JOURNAL

YEAR

Show on CV  Yes  No

Show on Biosketch  Yes  No

Show on Research Description Page  Yes  No

You may then specify the display options for the publication with the set of checkboxes below the text fields. Click ADD to submit the publication information to the database.

### 3.1.6.2 Select/Deselect Publications to Display

Once you have added publications to the database, you can select which ones you would like to appear on your Personal Information Page, Biosketch or Curriculum Vitae. **Deselecting a publication will not remove it from the database;** it will merely not display on the corresponding pages. You can also choose to change display options while in the Biosketch and Curriculum Vitae functions (see Section 3.2.4. and 3.3.1.).

### **3.1.6.3 Delete Publications**

To permanently delete a publication from the database, merely click the Delete option for the publication.

### **3.1.6.4 Edit Publications**

To edit a publication that you have entered into the database, click the Edit option for the publication. A new window will pop up with text fields containing the publication information. Edit the text as desired, and then be sure to click the Edit button to register your changes in the database.

### **3.1.7 Preview Personal Information Page**

This function will show you what the public will see on your Personal Information Page.

## **3.2 Biosketch Functions**

The functions in this section are for editing the information that appears on your biosketch, which may be printed directly from your browser or saved as a Microsoft Word document in HTML format.

### **3.2.1 Edit Biosketch**

This function allows you can to basic biographical information such as education and training background. Click Submit to register your changes in the database.

### **3.2.2 Add New Academic Position or Edit/Select Positions to Display**

This function allows you to list your academic position(s) for your biosketch. To add new positions, click the Add Positions link in the green box. A new window will pop up prompting you for the position details. For existing positions, use the checkboxes to select or deselect them to appear in your biosketch. Positions that are deselected will not appear in your biosketch, but are still stored in the database. To edit a position, click the Edit option for the position—a new window will pop up with the position information. Be sure to click the Submit button to register your changes in the database. To delete a position from the database, click the Delete option.

### **3.2.3 Add New Honors or Edit/Select Honors to Display**

This function allows you to list your honors in the biosketch. The function is virtually identical to the one described in Section 3.2.2.

### **3.2.4 Add New Publications or Edit/Select Publications to Display**

This function allows you to list your publications in the biosketch. The function is virtually identical to the one for your Personal Information Page described in Section 3.1.6.

### **3.2.5 Print Biosketch**

To print out your biosketch, click this option and use your browser's print function.

### **3.2.6 Print Biosketch (Download)**

You may also download your biosketch to your hard drive as a Microsoft Word document (a .doc file) in HTML format. Simply choose font format and font size that you prefer, then click the Download button. You need Microsoft Word 2000 or later to view the file.

## **3.3. Curriculum Vitae Functions**

The functions in this section are for editing the information that appears on your Curriculum Vitae, which may be printed directly from your browser or saved as a Microsoft Word document in HTML format.

### **3.3.1 Edit Personal data & Professional Experiences**

The information on your Curriculum Vitae can be edited using the functions provided, which are similar to the functions for the other two sections already described.

### **3.3.2 Edit Task Force**

This function allows you to add, edit, or delete Committee or Task Force Memberships in your Curriculum Vitae.

### **3.3.3 Edit Society Memberships & Honors or Awards**

In addition to previous functions, this one allows you to add, edit, or delete Membership & Honors or Awards in your Curriculum Vitae.

### **3.3.4 Edit Publications**

Not only does this function allow you to add, edit, or delete your publication(s), but you can also select publication(s) that you wish to print on chosen document by clicking on the Select radio button that exists in front of each publication. On the other hand, by clicking on the Deselect radio button, the publication mutes printing but retains citation in database.

### **3.3.5 Edit Invited Presentation**

This function allows you to add, edit, or delete Presentation you have been invited to participate.

### **3.3.6 Print Curriculum Vitae**

To print your biosketch, click this option and use your browser's print function. You may also download your biosketch to your hard drive as a Microsoft Word document (a .doc file) in HTML format. Simply click the Download button.

### **3.3.7 Print Curriculum Vitae (Download)**

You may also download your publication to your hard drive as a Microsoft Word document (a .doc file) format. You need Microsoft Word 2000 or later to view the file.

### **3.3.8 Individual Faculty Record**

Use this function to access your record. However, it is not editable.

## **3.4 Compliance Requirements**

This section contains a series of links that direct faculty to required compliance training modules. A report of activities will keep departments apprised on the compliance status of each faculty member.

## **3.5 Conflict of Interest for NIH and NSF Grants**

This function allows you to sign the Conflict of Interest for NIH and NSF Grants form online and simplify the former signature gathering process. The administrator at Grants Management, Office of Research will assign your name to a COI form.

### **3.5.1 You Have Unsigned COI Certification**

Once you have been assigned to a COI form, this function will indicate the number of COI forms that you have not signed. After clicking this link, the list of project titles needing signatures will appear below.

#### **Unsign Conflict of Interest Certification**

- ▶ [An integrative biomedical engineering core in a clinical r..](#)
- ▶ [Beverly enterprises-vanderbilt falls prevention program](#)

Click on each project title you wish to sign, then the COI form will show up.

VANDERBILT UNIVERSITY  
CONFLICT OF INTEREST CERTIFICATION  
REGARDING PHS- and NSF-SPONSORED RESEARCH

Since October 1, 1995, the Public Health Service (PHS) and the National Science Foundation (NSF) have required institutions applying for research funding from these agencies to assume responsibility for assuring that the financial interests of the investigators do not compromise the objectivity of the design, conduct or reporting of such research.

For PHS and NSF grant applications or contract proposals, whether new or continuing research, information on "Significant Financial Interests" that would reasonably appear to be affected by the research must be provided by any Investigator responsible for the design, conduct or reporting of PHS-funded or NSF-funded research before an application is submitted. Prior to award, the institution must manage, reduce, or eliminate any conflicts of financial interests, i.e., those that could directly and significantly affect the design, conduct or reporting of the research.

"Investigator" means the principal investigator and any other person at the institution who is responsible for the design, conduct, or reporting of a research project funded by the PHS or NSF, or proposed for such funding. With respect to financial interests, "Investigator" includes the Investigator's spouse and dependent children.

The PHS and NSF define "Significant Financial Interest" of an Investigator as anything of monetary value, including but not limited to salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights), where such payments exceed \$10,000 annually, the equity interest exceeds five percent ownership or a value of \$10,000 (whichever is greater) at fair market value, or royalty payments exceed \$10,000 annually. Exemptions include: (1) salary, royalties, or other remuneration from the grantee institution; (2) income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities; (3) income from service on advisory committees or review panels for public or nonprofit entities; or (4) equity interest in business enterprises if the value of such interests do not exceed \$10,000 or do not represent more than a five percent ownership interest for any one enterprise when aggregated for the Investigator and the Investigator's spouse and dependent children. Financial interests that would not reasonably be affected by the proposed project are exempt from disclosure.

Assurances are made by completing and submitting the certification below to the sponsored research office with the Vanderbilt Proposal Transmittal Form at the time a grant or contract application is submitted for institutional signature. Any change in Significant Financial Interest prior to or during the award period must be disclosed at the time of the change.

*Certification (to be signed by any individual satisfying the above definition of Investigator; "per" signature not acceptable): Please select the number corresponding to one of the two options below and insert that number in the box provided next to your signature line.*


- I hereby certify that I have no Significant Financial Interest, as defined above, that would reasonably appear to be affected by the research associated with the attached grant proposal.
- I have a Significant Financial Interest, as defined above, that would reasonably appear to be affected by the research associated with the attached grant proposal, and I have attached a sealed envelope containing the confidential disclosure required by this certification.\*

**Project Title:** An integrative biomedical engineering core in a clinical r..

	12/30/2002
Other Investigator :	Electronic Signature      Date
	<input type="button" value="Sign"/> <input type="button" value="Reset"/>

If your application includes more than six (6) investigators, please use additional sheets.  
\*If a Significant Financial Interest exists, attach a confidential disclosure in a sealed envelope describing the nature of the financial interest and explaining how it could reasonably be affected by the research described in the proposal. The disclosure will be referred to the appropriate Vanderbilt official for review and, if necessary, a Conflict of Interest Committee for resolution before an award is made.

First, please select the number corresponding to one of the two options. This will allow you to fill your electronic signature. The default electronic signature begins with 1 and is followed by your last name. For example, Dr. Chanchai McDonald's default electronic signature is "1mcdonald". After you click the Sign Button, your signature should appear as shown below.

<b>Project Title: An integrative biomedical engineering core in a clinical r..</b>		
1	Chanchai Singhanayok McDonald	12/30/2002
Other Investigator :	 _____ Signature	Date

Otherwise, please contact the Grant Management administrator to scan your signature into the faculty database.

**3.5.2 View signed COI form(s)**

You can see your signed COI form by clicking this link.



### **3.5.3 Change Electronic Signature's Password.**

Security is an important issue; therefore we suggest you change your electronic signature's password regularly. To do so, click this function, type in your current password, your new password, re-type your new password, and press submit button.

## **3.6 Other Options**

**3.6.1 Uploading a photo** to appear in your profile -- ???

### **3.6.2 Logout**

When you have finished working in the database, use this function to log out.

## 4. Frequently Asked Questions

Currently being compiled.

To contribute, please send any questions to [loyrirk.temiyakarn@vanderbilt.edu](mailto:loyrirk.temiyakarn@vanderbilt.edu) or [voratima.orawannukul@vanderbilt.edu](mailto:voratima.orawannukul@vanderbilt.edu)

## 5. Contact Information

- For information on basic personal and appointment data:  
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- For information on research descriptions/biosketch/CV:  
Susan McMillen ([susan.mcmillen@vanderbilt.edu](mailto:susan.mcmillen@vanderbilt.edu))
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Chanchai McDonald ([chanchai.mcdonald@vanderbilt.edu](mailto:chanchai.mcdonald@vanderbilt.edu))