

Dear UW-Madison Sub-recipient PI,

Congratulations on your participation as a subrecipient investigator on a recent Department of Energy award that will be administered through the UW Research and Sponsored Programs (RSP) Office.

As part of the award setup process, the UW Conflict of Interest (COI) Office has responsibility for an evaluation of financial COI and COI training required by federal regulations.

RSP has informed the COI Office that you have agreed to follow the UW-Madison COI Policy as a subrecipient to this federal award.

There are three conflict of interest compliance steps that our COI Policy requires you to complete:

- 1) **Obtain a UW NetID**—In order access the UW-Madison COI Office tools, and to complete steps 2 and 3 below, you first need a UW NetID.

To obtain a UW NetID, please email coiprogram@research.wisc.edu with:

- a) Your Name (first and last);
 - b) Gender;
 - c) Date of Birth; and
 - d) Preferred contact email
- 2) **Complete UW-Madison COI Training**--The UW-Madison COI policy requires all investigators complete COI Training. This training is available at Learn@UW, a UW-Madison training program. The UW COI Training should take only 10-15 minutes to complete.
Please click on the following url to complete your UW COI Training.
<https://research.wisc.edu/kb-article/?id=32986>
 - 3) **File a UW-Madison Outside Activities Report**—The UW-Madison COI policy also requires all investigators to file an Outside Activities Report within 30 days of the start of spending on DOE awards. This electronic form will ask you a series of questions required by federal regulations about your outside financial interests. Please use your UW NetID to log in to the Outside Activities Report database and fill out and complete your Outside Activities Report.
Please click on the following url to file your UW Outside Activities Report.
<https://research.wisc.edu/compliance-policy/outside-activities-reporting/>

Once you have filed your Outside Activities Report and completed the COI Training, the UW-Madison COI Office and RSP will work to complete the award set-up process and authorize the expenditure of your funds. Failure to complete required training and/or file your Outside Activities Report in a timely manner will delay the set up of your award and your ability to expend award funds.

If you have questions, please contact us at coiprogram@research.wisc.edu.

Thank you very much for your cooperation.

Sincerely,

The UW COI Program
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