



Submission of COI Form 700U

The State of California issues Form 700U, and requires that the Principal Investigator complete a hard copy of the form with a “wet” signature for research projects, clinical trials, and research gifts. The form must be completed and reviewed before the funds can be released. **If the research proposal is being submitted electronically, then scan Form 700U along with the other proposal documents AND send the original hard copy of Form 700U with original signature with the "P" number inserted in the upper right corner (by "ID") to COI Division, Box 0962, regardless of whether the form is negative or positive.**

The State does not allow electronic signatures, and requires that the original Form 700U be kept for seven years. The Office of Record for these forms is the COI Division. The current conflict of interest (“COI”) forms are located on the COI website, under the “[Forms](#)” web page. The forms are modified from time to time – without an announcement being sent. Please use the current forms. Do not modify Form 700U. Although blue ink is not required for signature, it is advisable to use an ink color other than black in order to distinguish the original from a photocopy.

In the upper right corner of Form 700U, there are two lines. The first line refers to the UC campus. Please insert “UCSF.” The second line, “ID,” is provided for tracking purposes. For OSR, please enter the Proposal number (not the Award number, and not the sponsor’s number). For Gift Administration, the staff person at Gift Administration will enter the tracking number, if any.

Some confusion exists about question 3(e) on Form 700U. This question refers to a personal gift, such as a briefcase, a pen, a non-business trip, and so forth. Please answer this question with respect to personal gifts – and not previous or concurrent research gifts given to UCSF.

Delays in processing occur if Form 700U is not completed on a timely basis or is incorrectly completed. Common causes of delay are failure to insert the Proposal number, failure to check all the boxes, checking the wrong boxes, failure to submit the original hard copy form, submitting a faxed copy of the form, and missing documentation.

Research Projects (including clinical studies)

The Principal Investigator completes Form 700U and submits the original along with the OSR paperwork to the respective OSR Department (e.g., C&G, ICD, BRU). For Clinical Studies, the PI must also complete the “UCSF Supplement to Form 700U for Privately Sponsored Clinical Studies.” For forms and additional information, please visit the [COI website](#). A “positive” disclosure must be reviewed and approved by the Conflict of Interest Advisory Committee before funds can be released by OSR.

Research Gifts

For research gifts to UCSF Foundation or to The Regents of UC from non-governmental entities, such as private businesses, partnerships, LLCs, corporations, and non-profit foundations, the faculty member must complete Form 700U before the gift can be accepted and allocated by Gift Administration. In order to expedite processing, the COI Division and Gift Administration have established a procedure of simultaneous submission of paperwork for research gifts. [Click here](#) for instructions. Dual submission of paperwork to Gift Administration and the COI Division may seem onerous; however, dual submission expedites the process. A “positive” disclosure must be reviewed and approved by the Conflict of Interest Advisory Committee before funds can be allocated by Gift Administration.

Summary: If you have questions about COI forms or these procedures, please contact [Deanna Ruth Rutter](#), Conflict of Interest Manager or [Tami Russell](#), COI Assistant. If you have Gift Administration questions, please contact [Janet Sandona Jones](#), Director of Gift and Endowment Accounting.