



Oklahoma State University

Conflict of Interest Office

OneAegis Conflict of Interest (COI) Submission Guide

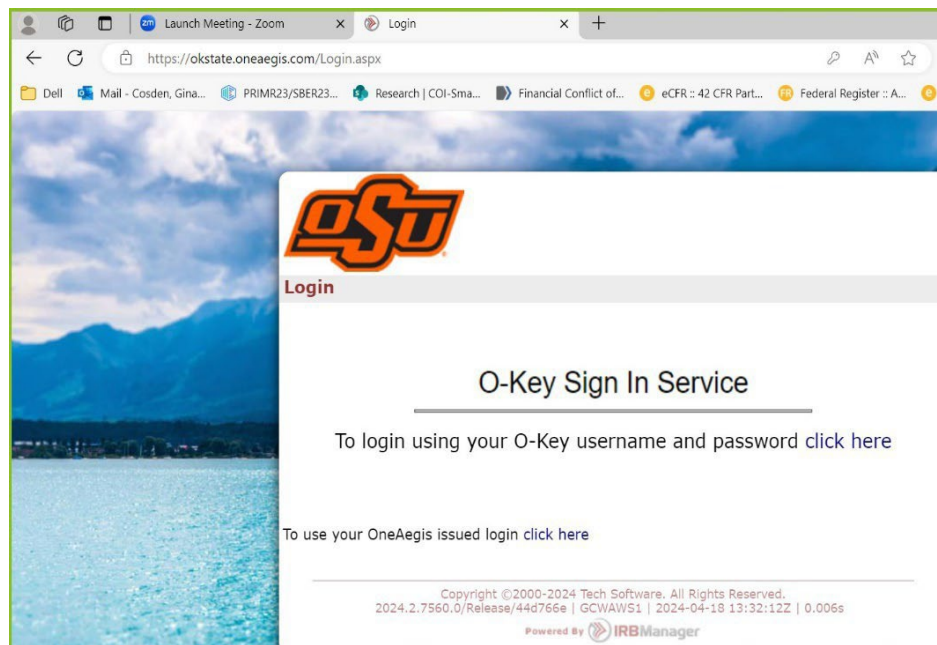
Section 1: Submitting a COI Disclosure Form

IMPORTANT: The OSU Conflict of Interest Office will not receive your completed disclosure until you click the “Submit” button at the end of the disclosure form after signing. Please see page 10 for more information to ensure your COI disclosure form has been submitted successfully.

For guidance on resuming a previously saved COI disclosure form, refer to “**Section 2: Continuing Saved Disclosures**” on page 14.

Sign into OneAegis using O-Key Credentials

- Navigate to <https://okstate.oneaegis.com/Login.aspx>
- Click on the O-Key Sign In Service and sign in with your O-Key email address and password.



<https://okstate.oneaegis.com>

Sign into OneAegis using OneAegis Credentials (i.e., non-OSU personnel)

- If you do not have O-Key login credentials, please contact the office COI@okstate.edu. You will receive an email notifying you that your account has been created for you.
- Click on “click here” next to “To use your OneAegis issued login”.



Login

O-Key Sign In Service

To login using your O-Key username and password [click here](#)

To use your OneAegis issued login [click here](#)

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2026.5.8472.0/Release/1030d2c | GCWBWS1 | 2026-06-12 17:55:32Z | 0.005s

Powered By IRBManager

OneAegis Bubble Dashboard

- Once signed into OneAegis, click on “View Dashboard” under “Actions”.

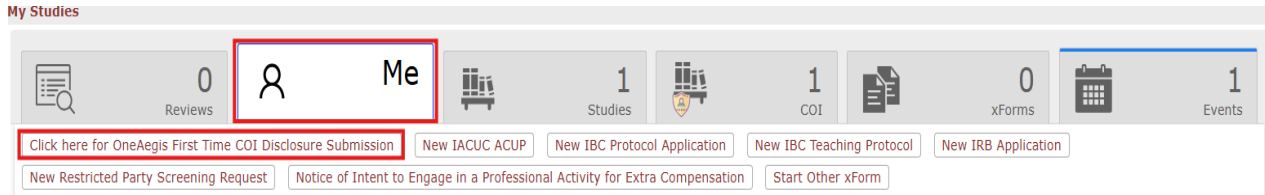
The screenshot shows the OneAegis dashboard interface. At the top, there is a navigation bar with tabs: Home, Meetings, Create Study, Reports, Contacts, and Administration. Below this is a 'Find Study' section with a search form containing fields for Study, Committee, Site, Status (set to *All), and Sponsor/CRO. On the left side, there is an 'Actions' menu with the following items: View Dashboard (highlighted with a red box), Reviewer Open, Events, and Agendas and Minutes.

- OneAegis dashboard contains all links to all your regulatory submissions. Across the top you'll see a tab for information about yourself (Me), a tab for any and all projects in the system of any type (Studies) and a tab for each regulatory area where you may have a project. (IRB, IBC, IACUC, etc.)

The screenshot shows the OneAegis dashboard with the 'Me' tab selected. The dashboard displays several metrics: 0 Reviews, 1 Studies, 1 COI, 0 xForms, and 1 Events. Below these metrics, there is a row of buttons for various submission types: Click here for OneAegis First Time COI Disclosure Submission, New IACUC ACUP, New IBC Protocol Application, New IBC Teaching Protocol, New IRB Application, New Restricted Party Screening Request, Notice of Intent to Engage in a Professional Activity for Extra Compensation, and Start Other xForm.

If this is your first time submitting a COI disclosure in OneAegis

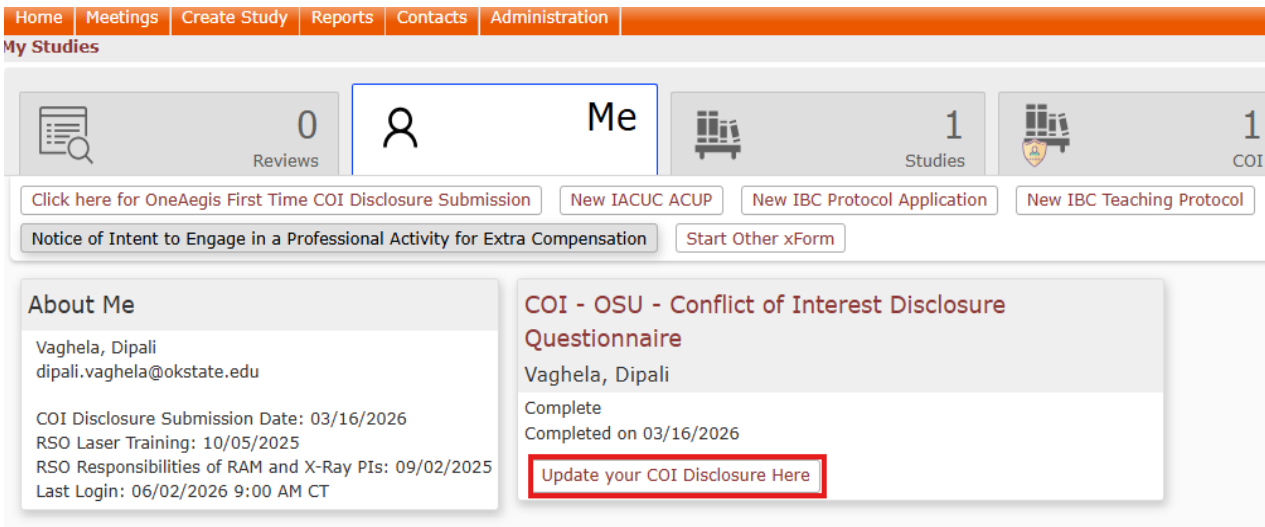
- Click on “Me” tab and then select “First time only COI disclosure submission” if this is your first time completing a COI disclosure form in OneAegis. This applies to all first time COI disclosure submissions in OneAegis, even if you’ve previously completed a COI disclosure form in a different system.



IMPORTANT: If you already have a COI disclosure form submitted in OneAegis, Do Not click on “First time only COI disclosure submission”. This will send your form in error and the whole process will need to be started again.

If you have previously submitted a COI disclosure form in OneAegis

- Click on “Me” tab and then select “Update COI disclosure here” to update a COI disclosure form you previously submitted. Your previous responses will be copied over so you do not need to enter them again.



Disclosure Questionnaire

- The disclosure questionnaire is a series of thirteen pages of questions. The first page gathers some general information about you as the discloser. The second page contains some definitions which are commonly used throughout the form. The following pages each have a general theme or concern which is being addressed. After carefully reading each section, you can either disclose a conflict based upon the concerns addressed or you can state that you do not have any disclosures regarding that concern. If you do have a disclosure, additional questions will appear to capture the details.



Collaborators

Disclosure Header

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COI - OSU - Conflict of Interest Disclosure Questionnaire -- Disclosure Header

Contact Disclosing Add Note View Audit

COI, Test
Email: OKState.COI@Test.com **Phone:**

CITI - Conflict of Interest Training Expiration
08/14/2025

Department (Required)

Please enter the full name of your supervisor (Required)

Please choose your college (Required)

Sponsors (Required) Add Note View Audit

Check all sponsors from which you apply for or receive funding. Your response to this question will be used to determine which conflict of interest rules apply to your sponsored projects.

- PHS/National Institutes of Health
- National Science Foundation (NSF)
- American Heart Association
- U.S. Department of Agriculture (USDA)
- U.S. Department of Defense (DOD)
- U.S. Department of Energy
- U.S. Department of Education
- State of Oklahoma (or Agency of the state)
- Other
- *None

Oklahoma Ethics Rules Confirmation (Required) Add Note View Audit

All OSU personnel, including but not limited to, administrators, faculty, staff, post-doctoral fellows, and students, are subject to the Oklahoma Ethics Rules found [HERE](#). Please confirm below that you are aware of and will comply with these rules as it relates to your sponsored program or project.

Yes, I am aware and will comply

Are you an investigator responsible for the design, conduct, or reporting of research? (Required) Add Note View Audit

Yes
 No

Next Save for Later More ▶

Moving from Page to Page

- There are two ways to traverse the COI Disclosure form. Each page can be filled out and then you can click “Next” at the bottom of the page. Clicking “Next” will take you to the next logical page in the form.
- You can return to a previous page by clicking the “Previous” button on the bottom of the page. If there are required questions remaining to be answered on the page you will be stopped from clicking “Next.”
- You can Jump to different pages without answering all required questions by clicking the dropdown at the top of the page and choosing a different page.

Publicly Traded and Related

Publicly Traded Entities
(Required)
With regard to any publicly-traded entities w responsibilities, do you (or your spouse or d or children) received remuneration over the

Note: the following items **do not** contri considered in responding to this questio
1) Salary, royalties, or other remunerat
2) Income from investment vehicles, su your spouse and children) do not direct
3) Income from seminars, lectures or t
4) Income from service on advisory cor.

Yes
 No

Intellectual Property Rights

Do you (or your spouse or dependent children) own Intellectual Property rights or interests (e.g. patents, copyrights), which have resulted in income (any amount) related to such rights and interests?

Royalties or other remuneration paid by OSU **does not** contribute to a significant financial interest and therefore should not be considered in responding to this question.

(Required)
 Yes
 No

Previous Next Save for Later More ▶

- While jumping from page to page will not force you to answer every required question before moving to another page, the form will not be submittable until all required questions are answered. The last section of the form checks that all required answers have been provided before allowing it to be submit.

COI Disclosure Form Detailed Questions

- Each page has at least one general question regarding a COI concern and follow-up questions. The Publicly Traded Entities and IP have two general questions and follow up questions for each. You will need to answer every general question.



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Publicly Traded Entities and IP

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COI - OSU - Conflict of Interest Disclosure Questionnaire -- Publicly Traded Entities and IP

Publicly Traded and Related

Add Note View Audit

Publicly Traded Entities

(Required)

With regard to any publicly-traded entities whose business reasonably appears to be related to your institutional responsibilities, do you (or your spouse or dependent children) hold any equity interests or have you (or your spouse or children) received remuneration over the past twelve months that, when aggregated, exceeds \$5,000.

Note: the following items **do not** contribute to a significant financial interest and therefore should not be considered in responding to this question:

- 1) Salary, royalties, or other remuneration paid by OSU;
- 2) Income from investment vehicles, such as mutual funds and retirement accounts, as long as you (including your spouse and children) do not directly control the investment decisions in the vehicles;
- 3) Income from seminars, lectures or teaching engagements sponsored by a U.S. public or nonprofit entities;
- 4) Income from service on advisory committees or review panels for U.S. public or nonprofit entities;

- Yes
 No

Intellectual Property Rights

Add Note View Audit

Do you (or your spouse or dependent children) own Intellectual Property rights or interests (e.g. patents, copyrights), **which have resulted in income (any amount)** related to such rights and interests?

Royalties or other remuneration paid by OSU **does not** contribute to a significant financial interest and therefore should not be considered in responding to this question.

(Required)

- Yes
 No


Previous Next Save for Later More >


Entering table answers

- Many of the detailed follow-up questions allow for multiple lines of entry in a table. For each separate instance of your reply, you'll want to add another row to the table.


Rows are added by clicking the "Save" link at the end of each row.



If you do not click "Save", your answer will not be recorded. You can modify a saved response by clicking the "Edit" or pencil icon at the end of a saved row. 

You can remove a previously saved answer by clicking the red "x" icon. 

After you change a previously "saved" row using the pencil icon, you'll need to click the green check mark to save your changes.


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Publicly Traded Entities and IP

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COI - OSU - Conflict of Interest Disclosure Questionnaire -- Publicly Traded Entities and IP

Publicly Traded and Related
Add Note View Audit

Publicly Traded Entities

(Required)

With regard to any publicly-traded entities whose business reasonably appears to be related to your institutional responsibilities, do you (or your spouse or dependent children) hold any equity interests or have you (or your spouse or children) received remuneration over the past twelve months that, when aggregated, exceeds \$5,000.

Note: the following items **do not** contribute to a significant financial interest and therefore should not be considered in responding to this question:

- 1) Salary, royalties, or other remuneration paid by OSU;
- 2) Income from investment vehicles, such as mutual funds and retirement accounts, as long as you (including your spouse and children) do not directly control the investment decisions in the vehicles;
- 3) Income from seminars, lectures or teaching engagements sponsored by a U.S. public or nonprofit entities;
- 4) Income from service on advisory committees or review panels for U.S. public or nonprofit entities;

Yes

No

Publicly Traded Entities Table *(Required)*

For each entity, please enter a line in the table below. You must click "Save" on the right after each entry.





Name of the Entity*	Twelve Month Estimated Remuneration*	Current Value of the equity*	Relates to OSU Responsibilities*	Action
ACME Inc.	\$20,000.00	\$30,000.00	Company sells pencils used by the university	 
<input type="text" value="ABC Co."/>	<input type="text" value="5,000"/>	<input type="text" value="6,000"/>	Company sells pencil sharpeners to the university	 Save

Table data after save

- After you've saved the row of data it will not be editable unless you click the "Edit" icon 

COI - OSU - Conflict of Interest Disclosure Questionnaire -- Publicly Traded Entities and IP

Name of the Entity*	Twelve month estimated Remuneration*	Current value of the equity*	Relates to OSU Responsibilities*	Action
ACME inc.	\$20,000.00	\$30,000.00	Company sells pencils used by the university.	 
ABC Co.	\$5,000.00	\$6,000.00	Company sells pencil sharpeners to the university.	 


Yearly total remuneration

Describe how this entity relates to your institutional responsibilities at OSU Save

- Continue filling out the form, clicking "Next" at the bottom to move forward or using the Jump Dropdown at the top of the page until you reach the Disclosure Signature Page.

Final page disclosure listing and signature

- This page will redisplay your CITI Training related to COI. Please make certain that your CITI training is up to date. Up to date training is a required part of the conflict management process.
- Next, the form will recap the status of your disclosure. After reviewing the Disclosure Listing, please either click "Sign" or enter your password where indicated to sign the form before submission.

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COI - OSU - Conflict of Interest Disclosure Questionnaire -- Disclosure Signature

Discloser Add Note View Audit

COI, Test
Email: OKState.COI@Test.com **Phone:**

CITI Conflict of Interest Expiration Training
 08/14/2025

Disclosure Listing Add Note View Audit

Non US Based Research
No

Publicly Traded Entities
Yes

Intellectual Property
No

Travel and Conferences
No

Ownership or financial interest in an Outside Company
No

Outside Employment or Professional Services related to your university responsibilities.
No

Foreign Employment and Appointments
No

Non-Monetary Support
No

Outside Activities Related to University Roles with Foreign Nationals or Entities
No

Service on Outside Boards as a Board Member or Trustee
No

Other Disclosures
No

Disclosure Status Add Note View Audit

Conflict Disclosed

Disclosure Signature *(Required)* Add Note View Audit

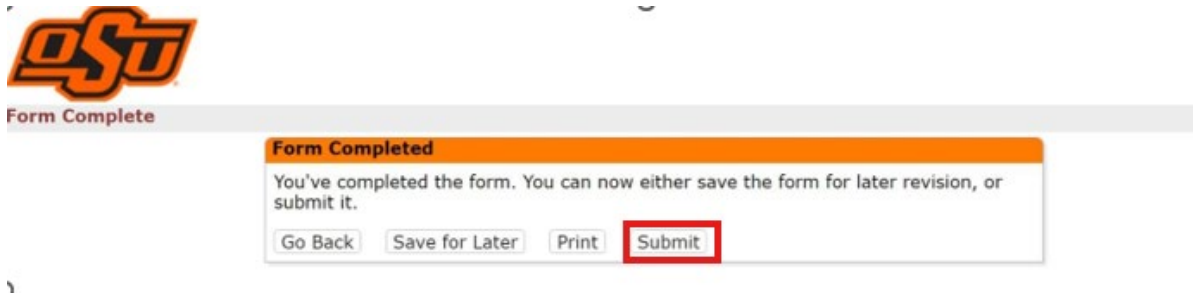
Please click "Sign" and enter the required information to electronically sign this COI Disclosure.

To sign, enter password for OKState.COI@Test.com

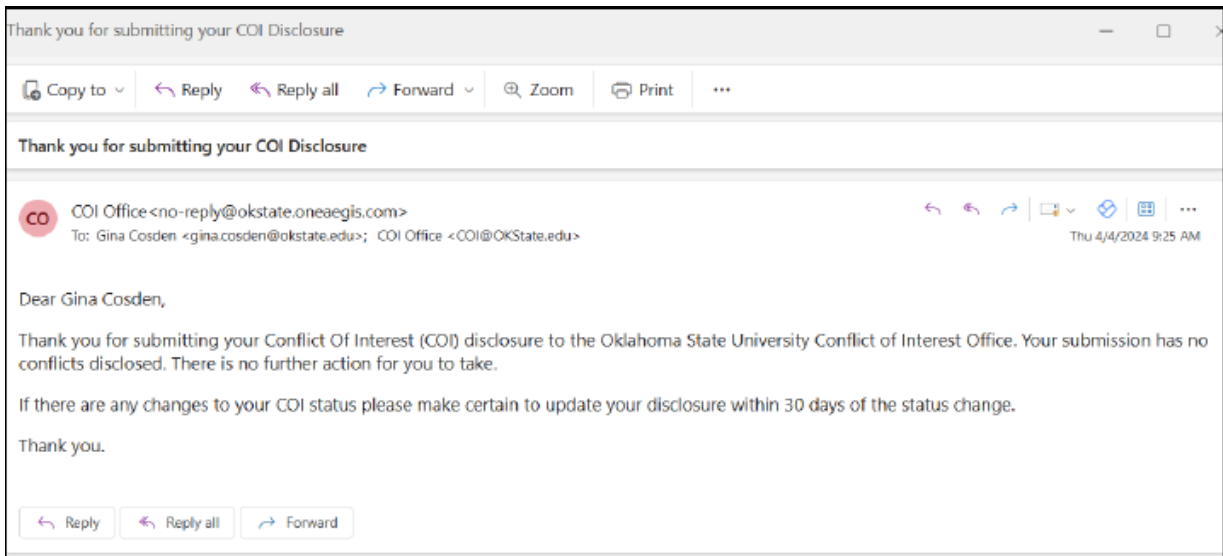
Previous | Next | Save for Later | More ▾

Final Disclosure submission

IMPORTANT: The OSU Conflict of Interest Office will not receive your completed disclosure until you click the “submit” button.



- While you can certainly click “Save for Later” and come back to the form to work on it in the future, the form is not submitted to the COI office until you click “Submit” on this screen.
- Upon submission, you will receive the following email confirming receipt of your completed COI disclosure form:



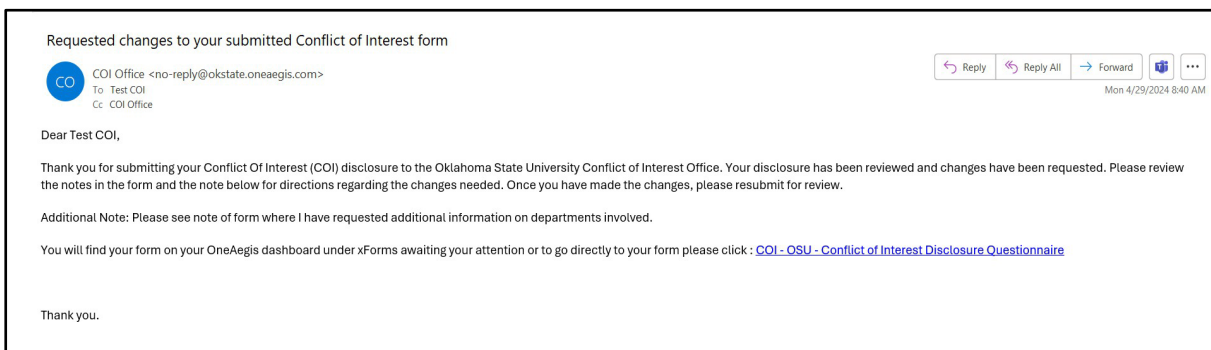
Section 2: Resuming a Saved COI Disclosure Form

- After logging into OneAegis, you can find your saved COI disclosure form that have not yet been submitted by clicking the tab entitled “xForms.”
- After clicking the xForms tab, you can view copies of COI disclosure forms that you initiated and saved before submitting. Each saved COI disclosure form will indicate the day on which it was created. To resume a saved COI disclosure form, click the label “COI- OSU- Conflict of Interest Disclosure Questionnaire.”

The screenshot displays the 'My Studies' dashboard in OneAegis. At the top, there are navigation tabs for 'Reviews' (0), 'Me', 'Studies' (1), 'COI' (1), 'xForms' (1), and 'Events' (1). The 'xForms' tab is highlighted with a red box. Below the tabs, there are several buttons for creating new forms, including 'Click here for OneAegis First Time COI Disclosure Submission', 'New IACUC ACUP', 'New IBC Protocol Application', 'New IBC Teaching Protocol', 'New IRB Application', and 'New Restricted Party Screening Request'. A '1 Unsubmitted' badge is visible. A dropdown menu is open, showing a list of saved forms. The first item, 'COI - OSU - Conflict of Interest Disclosure Questionnaire (Draft)', is highlighted with a red box and a red arrow pointing to it. Below the list, there is a 'Data Entry' section for 'Vaghela, Dipali' and a timestamp 'Started on moments ago'. At the bottom, there is a button labeled 'All My xForms'.

Section 3: Responding to Clarification Requests

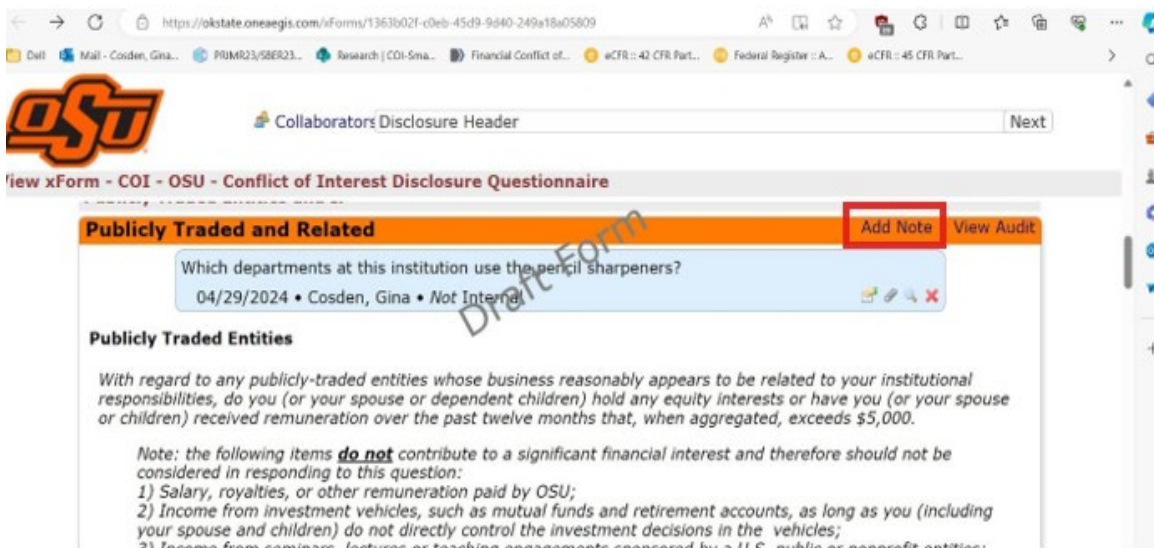
- Upon review of your disclosure form, Oklahoma State University's COI Office may request additional information and/or changes to your submission. If so, you will receive the following email. Click on the "COI Disclosure Form" link to access/update your form.



- Your form is now in a stage where you can make changes. You can access your form by either clicking on the link in the email, or by logging into OneAegis and clicking on your form from your bubble dashboard as an xForm Awaiting Your Attention.

Viewing Notes from reviews and making updates

- Along with a summary of changes needed, sent to you in the email you received from the COI office, they will put detailed notes into your form to tell you where you need to make changes. You can easily locate any question(s) which need attention by looking for any blue boxes as shown below.



- To respond to the questions in notes or to provide additional information, click on "Add Notes" button located in the orange bar if there is no space in the original question box.
- If you're unable to find the notes, you can always click the "More" button at the bottom of the screen and choose "View Questions with Notes" to open a separate tab with ONLY the

notes questions open for view. The questions are not updatable in this separate view. The view is provided only to find noted questions. You'll still need to go back to the previous tab to make the actual changes.

- Please make certain that you click the green check mark next to any questions in tables that you have edited. The change will not be saved unless you click the check mark.

Publicly Traded Entities Table (Required)

For each entity, please enter a line in the table below. You must click "Save" on the right after each entry.

Name of the Entity*	Twelve Month Estimated Remuneration*	Current Value of the equity*	Relates to OSU Responsibilities*	Action
XYZ	10000	100000	XYZ	<input checked="" type="checkbox"/> <input type="checkbox"/>

Check & Submit Form

- After you've updated your form, you can click the top center dropdown to jump to Check and Submit Form. You'll need to sign the form again and then click "Next" and then "Submit" to forward the form to the COI office for additional review.

- If there are any questions or concerns, please feel free to contact the OSU COI Office at coi@okstate.edu or 405-744-1676.