Quick Guide to Subrecipient Forms A/B

1. Go to the USF Research Portal and sign in or register.
2. Click “FCOI Subrecipient Forms” on the left side of the screen.

3. If you are an **Authorized Official** or a **Consultant**, complete your User Profile (if you have not done so already), then start a Form A by selecting “New Form A” on the left side of the FCOI Module home screen. Navigate through Form A using the “Next” button on the bottom right. Please note that the form will not allow you to proceed to the next page until all required fields are filled on the present page.

4. If your institution does not have a PHS- or NSF-compliant COI policy, any Investigators listed on Form A will need to complete a Form B disclosure. If you are an **Investigator**, you will receive an email from USF Compliance with a link to register/sign in and complete a Form B. Once signed in, click “FCOI Subrecipient Forms” on the left side of the screen (as shown in step #1). After completing your User Profile, click the blue box under “Form B” in the Review and Edit Forms section at the bottom of the FCOI Module home page.
5. On the next page, complete the University of South Florida’s Financial Conflict of Interest Training (if you have not done so already) and then click “Start”.

6. On the next page, click the blue box under the pencil icon to start your Form B disclosure.

7. Navigate through Form B using the “Next” button on the bottom right. Please note that the form will not allow you to proceed to the next page until all required fields are filled on the present page. Once you have completed and submitted the form, you will be brought to the FCOI Module home page and see your Form B 100% complete in the Review and Edit Forms section.