CASE WESTERN RESERVE UNIVERSITY
Office of Research and Technology Management

COI User Training

Spring 2024

Sparta Dashboard

The SpartaCOI dashboard can be accessed at spartacoi.case.edu.

Notice that clickable question marks will display guidance if clarification is needed.

COI Information

The "Action Required" button will notify if there is anything immediate that needs to be addressed and what the status of your COI disclosure is.

To start or edit your COI disclosure click the edit disclosure profile button highlighted below.

COI Policies & Training

Review the training and education points on the policy page. Copies of the COI policy and other pertinent information can be found below.

Click certify at the bottom and continue to complete the rest of your disclosure profile.

NOTE any question marked by the red asterisk is a required question and must be answered.

Financial Interests

Financial Interests or Outside Activities

If you need clarity on any of the terminology on this page click the help text button (blue question mark) for clarification.

Click the add button if you have an entity to disclose.

Financial Interests Cont.

Select the individual(s) who have a relationship with the above entity.

Note: You can select more than one item at a time.

When choosing the disclosure type(s) additional information will be needed below regarding each disclosure type

Select the entity from the list provided.

In the box, start typing the name of the entity, and select the entity from the list of results. If you do not see the entity in the list, you can add an entity using the ellipsis (…) button provided below.

Additional Information

Foreign Entity

Select "yes" if you receive payments or in-kind support from a foreign entity. If you have an agreement with a foreign entity that CWRU or one of CWRU's hospital affiliates has negotiated, you should select "no".

Foreign Government Talent Recruitment Program

A foreign government talent recruitment program is a program sponsored by a foreign government to recruit faculty, researchers, or students to support the sponsoring country's interests. These programs often incentivize activities that are contrary to regulations, policies, and core research values.

Completion Instructions

Clicking Complete Disclosure Profile Update will check for errors in your form. If there is anything that needs to be corrected, you will be notified in this step.

Completion Instructions Cont.

Click "OK" to submit your COI Disclosure.