Quick Guide to Interest Inventories

1. Go to the ARC Portal and log in. If you have not registered, request an account.

2. Click “My Home” at the top left of your screen.

3. Select New COI Interest Inventory. It will always be on the bottom left under “Study Staff”

4. If you haven’t taken the required training, you will be directed to it. It takes 10 minutes or less to complete.

5. Disclose Significant Financial Interests, if any.
6. Identify any federally-funded research in which you are currently participating. Additionally, identify funding from any entity that has adopted the PHS regulation regarding objectivity in research.

7. Complete the inventory. Click the “Finish” button. Please note that this does NOT submit the Inventory.

8. Submit your Interest Inventory.

9. Verify submission (this is a pop-up so be sure to allow pop-ups from the ARC system)

10. Check for completion