



## Instructions for submitting a request for Department of Health and Human Services (DHHS) Financial Conflict of Interest Information

1. Ensure that the request meets the criteria outlined above;
2. Provide
  - Your name (first, last);
  - Phone number;
  - Email address and/or mailing address (indicate if you prefer to be contacted by email **or** mail); and
  - The specific information you are requesting, including the Investigator's name (first, last) that you are inquiring about.
3. The title of the email and/or letter should be "**Public Request for Information regarding NAME OF INVESTIGATOR on NIH AWARD**".
4. Send the above information via email to [researchadministration@phsa.ca](mailto:researchadministration@phsa.ca) and [khagan@bccancer.bc.ca](mailto:khagan@bccancer.bc.ca) or by mail to:

Attention Public Request for Information regarding NAME OF INVESTIGATOR ON NIH Award  
Technology Development Office  
BC Cancer Agency  
675 West 10<sup>th</sup> Avenue  
Vancouver, BC V5Z 1L3  
Canada

**Note:** in instances where both parties are away from the office, and unable to address the email request within a timely manner, an out-of-office email response will be sent to indicate that you should contact [TDOadmin@phsa.ca](mailto:TDOadmin@phsa.ca).

5. PHSA/BCCA will respond to the email address or mail address provided. Responses will be sent (by email or mail, as specified) within five (5) business days of receipt of a valid, complete request.

**Note: Requests sent to other PHSA or BCCA locations/offices will not be entertained.**