

Instructions for Submitting a Request for Department of Health and Human Services (DHHS) Financial Conflict of Interest Information

Please ensure that your request meets the criteria outlined below.

1. Provide:

- Your name (first, last)
- Phone number
- Email address and/or mailing address (indicate if you prefer to be contacted by email **or** mail)
- The specific information you are requesting, including the Investigator's name (first, last) that you are inquiring about

2. The subject title of the email and/or letter should be **"Public Request for Information regarding [fill in NAME OF INVESTIGATOR] on NIH AWARD"**

3. Send the above information via email to researchadministration@phsa.ca or by mail to:

Attention Public Request for Information Regarding [fill in NAME OF INVESTIGATOR] on NIH Award
PHSA Research & Academic Services
1333 W Broadway
Vancouver, BC V6H 1G9
Canada

PHSA 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, completed request.

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