For All study team and PI's **two trainings** are needed involving COI in order for your study to progress through the system:

**Number 1 Mandatory Training:**

**FCOI Training (Required)**
All HSC Investigators are required to take the "HSC Financial Conflicts of Interest Training" prior to submitting proposals/protocols to the HRPO, OACC, or the PreAward Office. It is available in Learning Central under "Grants & Research" for HSC investigators or you may search under "HSC 104-002". All non-UNM investigators of HSC research are also required to take the course which is available in Moodle under the course category, "HSC Conflicts of Interest" or they may show a certificate from their institution stating they have fulfilled this requirement. Re-certification is required every 4 years.

[Click here for FCOI Training Lookup](#).
If you have an account already. You do not need to retake the training! They will also need training to get access to the system where they fill in their electronic COI via the Click ERA Grants/COI system.

For UNM personnel:
Aquiring a Click COI account to submit your disclosure (certification):

- **HSC 001**, Electronic Research Administration COI Disclosures. Take the course and submit your account request form located with the course to get your account. Submit the account request form **only** one time.
- Expect to receive an email in 1-2 business days from either Marguerite Valencia-Reed or Lisa Kirk granting access to the system. You can use your HSC net ID and password to access the system. If you go in before the account is created, you will only see a blank screen.

For Non UNM Investigators
Non-UNM COI disclosers and those without a Learning Central account take the courses in [Moodle](https://www.moodle.com) under the course category, HSC Financial Conflicts of Interest.
When you add study staff to a new submission or a modification you will need to make sure you have an accurate email address and name. Please reference the add study team instructions.

Once you have made your submission to the HRPO they will trigger the eCOI’s for your study. The email that goes out will either have instructions to login and complete the eCOI for account holders or for non account holders the email will be instruct them to take the training to gain access to the system.

**All eCOI’s need to be completed and FCOI training needs to be complete before your study will move to pre-review.**