Conflicts of Interest Update: Click COI

MARIE BARRON, M.A.
COI OPERATIONS MANAGER

DECEMBER 2015
August 31, 2015 was the “Go Live” date

Individual COI (transactional) disclosures
- PreAward (Sponsored Projects Office, SPO)
- HRPO
- IACUC
- RAC (Research Allocation Committee)

Institutional COI (annual) disclosures
- Upper administration officials
Individual COI Disclosures

- SPO – 1st step in COI submission for funded studies
  - When study goes to HRPO or IACUC, will trigger for those not in original SPO application
- HRPO/IACUC/RAC – triggers submission for all investigators in non-sponsored studies
Institutional COI Disclosures

- For upper administration officials of HSC, UNMMG, UH, SRMC (~85)
- Annually in first quarter of the year
- Triggered by the COI Office
Individual COI Disclosures

- UNM Employees: Online training course in Learning Central (HSC 001, “Electronic Research Administration Disclosure”) required before 1st submission
  - Video (~8½ min) & complete account request form
- Non-UNM Employees: links are provided that are separate from Learning Central for course and acct
- Disclosures only completed when alerted by email
  - Log-in instructions, study affiliation provided
  - Can be completed if there is an update
Preparation for Disclosure (Certification)

- The date the FCOI training course completed
  - Learning Central history
  - HSC COI website “FCOI Training Lookup”
    - Need HSC NetID and pw
  - Course re-certification required every 4 yrs

- Any records of payment for outside professional activities (e.g. consulting, speaking, book royalties, etc.)
  - Need to describe what activity (consulting, speaking, advising) involved
Equity interests related to institutional responsibilities:

- Public companies—value of the interest
- Non-public (start-ups)—set as $0, unless value has been estimated

Sponsored/reimbursed travel

- Dates, location, duration, cost (estimate or value if reimbursed)
- Not required if from a university, gov’t (federal, state, local)
Non-UNM Investigators — HRPO

- Most non-UNM investigators will complete the non-UNM screening form located: http://hsc.unm.edu/research/coi/investigator-tools/non-unm.html
  - Provide name, email address
  - Identify study name, PI
  - Identify if study is sponsored or not
  - Informs if other university employee

- Will receive an email notification with info about Click COI training video & acct request form and link for Click COI certification
Non-UNM Investigators — Special Cases

- **MIND Research Network Employees**
  - MRN Employees Disclosure Statement found here: [http://hsc.unm.edu/research/coi/investigator-tools/non-unm.html](http://hsc.unm.edu/research/coi/investigator-tools/non-unm.html)
  - Do not submit a Click COI Certification
  - MRN disclosure statement form is submitted

- **New Mexico Cancer Care Alliance Investigators**
  - Provide a list to HRPO of these investigators with email addresses
  - Will receive an email notification
  - Submit Click COI certification
Email Notification from HRPO submission

From: HSC-COI@salud.unm.edu <HSC-COI@salud.unm.edu>
Sent: Wednesday, November 4, 2015 8:34 AM
To: Dakarai McCoy
Subject: HSC Initiated Certification Notice

HSC - COI Office
To: Dakarai McCoy

Dear Dakarai McCoy:

As a condition of participation as an Investigator in the research below, prior to the proposal/protocol submission you must submit a special certification (hereafter “Research Certification”) that you have disclosed all of your significant financial interests that are reasonably related to your institutional responsibilities. Institutional responsibilities include, for example: 1) research; 2) research consulting; 3) professional practice; and 4) institutional committee memberships, and service on panels such as Institutional Review Boards, Data and Safety Monitoring, Boards or Study section/Grant review committees.

If you have already logged in the Click COI system or have taken the Click COI training you may proceed to the site link included in this email to log in and complete your Research Certification. If you have not logged into the Click COI system please take a brief training in Learning Central titled "Electronic Research Administration COI Disclosures" and complete the account request form listed with the training video. If you do not have access to Learning Central click on the following link to complete your training http://hs.c.unm.edu/research/coi/ it will usually take 2 business days to receive your login information.

Project ID: 13-309
Project Name: Understanding the Role of Phthalates in Human Reproduction
Project Type: IRB
Project Role: Data Analyst

Please follow the link included in this email to log in and complete your Research Certification.

The University of New Mexico • MSC08 4560 • 1 University of New Mexico • Albuquerque, NM 87131-0001 • Phone 505.272.6433 • hsc.unm.edu/research/COI
• Fitz Hall B83
Email Notification from SPO Submission

From: HSC-COI@salud.unm.edu
Sent: Thursday, October 15, 2015 3:36 PM
To: [Redacted]
Subject: HSC initiated Certification Notice

HSC - COI Office

To: [Redacted]

Link: Research Initiated Certification for [Redacted] FP00000349

Dear [Redacted]

As a condition of participation as an investigator in the research below, prior to the proposal/protocol submission you must submit a special certification (hereafter "Research Certification") that you have disclosed all of your significant financial interests that are reasonably related to your institutional responsibilities. Institutional responsibilities include, for example: 1) research; 2) research consulting; 3) professional practice; and 4) institutional committee memberships, and service on panels such as Institutional Review Boards, Data and Safety Monitoring, Boards or Study section/Grant review committees.

If you have already logged in the Click COI system or have taken the Click COI training you may proceed to the site link included in this email to log in and complete your Research Certification. If you have not logged into the Click COI system please take a brief training in Learning Central titled "Electronic Research Administration COI Disclosures" and complete the account request form listed with the training video. If you do not have access to Learning Central click on the following link to complete your training http://hsc.unm.edu/research/coi/ It will usually take 2 business days to receive your login information.

Project ID: FP00000349
Project Name: Clinical Trial Subaward-Phase 2
Project Type: Funding Proposal
Project Role:

Please follow the link included in this email to log in and complete your Research Certification.
Click COI Inbox

- Click COI web address: https://era.health.unm.edu/GrantsCOI
- Click COI inbox:

![My Inbox screenshot]
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Click COI Username & password issues:
Marguerite Valencia-Reed
MValencia-Reed@salud.unm.edu
Ph: 272-8121

HSC COI website:
http://hsc.unm.edu/research/coi