Why I am getting the "ATTENTION NEEDED: Update Personnel for New Budget Period Beginning in 30 Days" email and what to do.

PI of Project

From:	hsc-preaward@salud.unm.edu [mailto:hsc-preaward@salud.unm.edu]
Sent:	Friday, June 01, 2018 11:41 AM
To:	PI of Project <PrincipalInvestigator@salud.unm.edu>
Cc:	Admin Asst. <AdminAsst@salud.unm.edu>
Subject:	ATTENTION NEEDED: Update Personnel for New Budget Period Beginning in 30 Days

Grant Title: A Novel Study of Macrophages
Grant Sponsor: NIH
PreAward #: FP0000XXXX
Banner Fund #: XXXXX

Budget Periods:

Name	Start Date
Period 1	7/1/2016
Period 2	7/1/2017
Period 3	7/1/2018

To be in compliance with the annual COI re-certification Federal requirements, please log in to Click and update your personnel for the next budget period.

A Novel Study of Macrophages

Your new budget period will begin in 30 days. In order to stay in compliance with COI regulations, the personnel remaining on the project will need to be updated. Once the personnel are updated, they will receive notices to renew their annual COI certifications.

If a study team member will no longer be working on this project, please edit them out of the CLICK / Grants portfolio by clicking on the link above.

Please direct questions to HSC-COI@salud.unm.edu.

Thank you! Let's stay compliant!

Q: Why am I getting this?

COI disclosures need to be completed annually. Your study is a multi-year study and the personnel need to be updated for the correct COIs to go out for the next year.

What do I do?

Click on the link in your email that looks like the one circled below and it will take you to the ClickERA landing page.

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From there click on the "UNM HSC Login" and use your HSC NetID and Password to Log In.

HEALTH SCIENCES *Electronic Research Administration*

UNM HSC Login

Non HSC Login

If you are a member of UNM HSC and have a current HSC NetID, please click on the UNM HSC Login button.

All other, please click on the Non HSC Login button (includes UNM main campus).

f5

Secure Logon
for University of New Mexico
Health Sciences Center

HSC NetID

PI for Project NET ID

Password

••••••••

Logon

Go to your grants tab and then search for the referenced FP number in your email. When your search brings up the referenced FP number you will click on it.

Funding Proposals | Ancillary Agreements | All Projects

Filter ? | ID ▼ | FP0000XXXX ✕ | Go | + Add Filter | ✕ Clear All

ID | Name | Owner | State | PI | Submitting | Prim

In Your "My Activities" toolbar on the left-hand side Click "Multiyear Add or Remove Study Personel".

Multi-Year Add or Remove Personnel
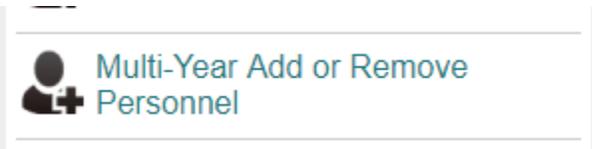
Make sure that your personnel are correct, and add or remove any that may not be correct for this upcoming year. Once you have done this be sure to Click "**Yes**" on the "*** Are You Ready To Initiate COI Disclosures For The Above Listed Personnel?**" and then click OK at the bottom.

Multi-Year Add or Remove Personnel

Multi-Year Research: Add or Remove Study Personnel

Please enter <u>all</u> personnel that will be working on the project during the period of the no-cost extension. Only personnel listed on this form will have COI certifications submitted.

Principle Investigator:

PI test2   [⋯]   ⊗

Trainee/Fellow:

[⋯]

UNM Personnel:

[**+** Add]

	Last Name	Key / Other Significant	Role	Biosketch	Disclosure	
[✎ Update]	test	yes	Co-Investigator			⊗

Non-UNM Personnel:

[**+** Add]

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

PLEASE ENSURE THAT ALL PERSONNEL ARE CORRECT ON THIS FORM BEFORE SELECTING "YES"
ONCE YOU SELECT "YES" AND CLICK "OK", COI DISCLOSURES WILL AUTOMATICALLY BE CREATED FOR THE PERSONNEL LISTED HERE.

* Are You Ready To Initiate COI Disclosures For The Above Listed Personnel?
● Yes ○ No Clear

[OK] [Cancel]

That's it! You are finished! Be sure to contact us with any Click questions or help you may need. Thank you!

Sean Gonzales: SGonzales@salud.unm.edu