

Click ERA COI Disclosures

The ERA (Click COI) system is designed for you to complete your electronic Conflicts of Interest disclosure (“certification”) when you have been added as personnel to a funding proposal or compliance study submission.

Login Page



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).

Navigate to Click ERA: <https://era.health.unm.edu>

- Access to the system occurs after you complete all required COI training and submit the account request form. You will be notified by email when your account has been activated.
- If you are an HSC employee/faculty/student (@salud email), you will click the “UNM HSC Login” button and use your HSC credentials.
- UNM main campus (@unm email) or users not affiliated with UNM will click the “Non HSC Login” button.
- *If you are an HSC affiliate, but listed a non-HSC email in your COI account request, your account will be set up with the specified email.

UNM HSC FCOI and COI training requirements can be located on the [COI website](#).

Accessing COI Disclosures

The screenshot shows a navigation bar with tabs: My Inbox, COI, Grants, Agreements, IRB, and Contact Us. The 'My Inbox' tab is highlighted with a red box. Below the navigation bar, the page title is 'Page for Dolly Parton'. On the left, there are sections for 'My Current Actions' and 'Shortcuts'. The main content area shows a 'My Inbox' section with a filter dropdown set to 'Name' and a search bar. Below the search bar is a table with the following data:

Name	Date Created	Date Modified	State	Discloser
HSC-COI Initiated Certification for Dolly Parton: 21-000:TEST	8/23/2022 9:31 AM	8/23/2022 9:31 AM	Draft	Dolly Parton
HSC-COI Initiated Certification for Dolly Parton: 21-000:TEST	8/1/2022 3:28 PM	8/2/2022 11:21 AM	Draft	Dolly Parton

At the bottom of the table, it says '2 items', 'page 1 of 1', and '10 / page'. A red box highlights the 'Draft' state in the first row, and a yellow dashed box highlights the first two rows. A yellow arrow points from the text below to the first row.

Click the Link to edit your COI certification.

- My Inbox: shows every pending disclosure that requires a response.
- COI tab: Shows all disclosures, pending or completed.
- Grants tab: Takes user to the grants system.
- Agreements tab: Takes user to the agreements system
- IRB tab: Takes user to the IRB system. If you have a HSC login for COI, Grants, Agreements, and IRB you can transfer from one application to another with single sign on. (user must have an existing account in all sites to transfer over)
- State: Draft means the COI disclosure is incomplete and requires a response.
*Two other states requiring user attention include "Administrative Review: Response Pending" and "Discloser Review of Plan"



COI Certification Workspace

COI > HSC-COI Initiated Certification for Dolly Parton: 21-000:TEST

Type: Conflict of Interest Certification | ID# DC00071116 | Discloser: Dolly Parton | Phone:

Disclosures | History

Draft → In Review → Under Management Plan → Complete

Conflict of Interest Certification Instructions

You must recertify that all of your financial disclosures are up-to-date in the system because of your involvement in the following project(s):

Project ID: 21-000:TEST
Project Name: TEST:TEST

Navigation

- Click the Edit button to complete your electronic COI certification.

Note: The current state of your certification is in Draft status, meaning you have not completed and submitted your disclosure.



Institutional Responsibilities

HEALTH SCIENCES

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HSC-COI Initiated Update for Winter Snow: Institutional Responsibilities

The following questions apply to all Institutional activities.

1. Institutional Responsibilities include: Teaching, professional practice, personnel on internally or externally funded fiscal agreements, institutional compliance committee memberships and service on panels such as formulary or device committees, data and safety monitoring boards or non-government study section/grant review committees, administrator role in executing clinical, educational, or research contracts.

* Are you engaged in any of the items listed above? Yes No [Clear](#)

If yes to the above question, please include all of your Institutional Responsibilities:

2. * Are you or will you be directly or indirectly involved in any funded or non-sponsored projects at this institution? This includes, but is not limited to, being listed on any funding proposal, awarded grant/contract, IRB, RAC, IACUC submissions or other pilot funding.

Yes No [Clear](#)

Exit Save Continue

Navigation

- How the questions are answered will determine the smartpages and/or questions that follow.
- Select 'continue' to move on to the next page.

Left hand nav: You may navigate from one smartpage to another by using this navigation.



Training and Education

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HELTH SCIENCES

HELLO, RachelleC

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HSC-COI Initiated Update for Winter Snow: Training and Education Information

This institution requires you to complete a few simple steps in order to be compliant with its policy and federal regulations. The following steps may be completed through the Conflict of Interest management system.

- Complete this "Disclosure Certification" training when you begin employment and as required by institutional policy.
- Disclose any Significant Financial Interests within 30 days of acquiring or discovering the interest, by completing the financial disclosure form.
- Provide any additional information requested as your Disclosure Certification is reviewed.
- If a Management Plan is required, your agreement to the plan must be documented prior to any funding related to your SFI(s) being released. If a Management Plan is in place, you are responsible for all its terms, conditions, and actions.
- You must respond to all requests for information and/or meetings regarding the institution's responsibility to monitor compliance with the plan.
- Even if you have no outside organizations or companies with which you or an immediate family member have a financial relationship you still need to complete a disclosure with every sponsored project, HRPO submission and IACUC submission.

1. * I certify that I have read and understood the information above presented to me: Yes No [Clear](#)

Your FCOI Training needs to be updated every 4 years. If your date is blank, the COI Administrator will update it and will notify you if you have not taken the FCOI course (HSC-104-002) or if it has expired.

Your last training date on record is:

Exit Save Continue

Note: Last recorded training date

Training and Education

- You will read and certify that you understand the information below. If your last training date is blank, this means you have not completed the FCOI training course (HSC-104-002) or if your account is new, the date has not been entered by the COI Administrator. If your training has expired (> 4 years ago), you will receive a notification to complete the FCOI training.



What to Disclose

The screenshot shows a web application interface for the University of New Mexico Health Sciences. The top left features the NM Health Sciences logo. A navigation sidebar on the left includes links for 'Institutional Responsibilities', 'Training and Education', 'What to Disclose' (highlighted in orange), and 'Assurance and Certification'. The main content area is titled 'HSC-COI Initiated Update for Winter Snow: What to Disclose' and includes a breadcrumb trail 'You Are Here: HSC-COI Initiated Certificatio...'. Below the title, there is a paragraph explaining that significant financial interests need to be disclosed. This is followed by a definition of a significant financial interest based on 42 CFR Part 50, Subpart F, §50.603. The definition lists three criteria: 1) publicly traded entities with remuneration exceeding \$5,000, 2) non-publicly traded entities with equity interest exceeding \$5,000, and 3) intellectual property rights. A 'Definitions' section follows, defining 'Conflict of Interest' and 'Financial Interest'. At the bottom right, there are buttons for 'Exit', 'Save', and 'Continue'.

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HEALTH SCIENCES

Hello, RachelleG

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HSC-COI Initiated Update for Winter Snow: What to Disclose

Significant Financial Interests need to be disclosed if related to your Institutional Responsibilities (as defined on the Institutional Responsibilities SmartForm page).

According to [42 CFR Part 50 \(Subpart F, §50.603\)](#): A **significant financial interest**:

Consists of one or more of the following **financial interests** of the Discloser (and of the Discloser's spouse and dependent children) that reasonably appears to be related to the Discloser's **institutional responsibilities**:

1. With regard to any publicly traded entity, a **significant financial interest** exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds \$5,000. For purposes of this definition, remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value;
2. With regard to any non-publicly traded entity, a **significant financial interest** exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds \$5,000, or when the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest);
3. Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests (Note the exception found in the "Exceptions" section below).

Definitions:

1. **Conflict of Interest** is a situation in which outside financial interests or other personal considerations may compromise or have the appearance of compromising an employee's actions or judgments in the administration, management, or performance of their professional activities. For researchers at UNMHSC, the definition is more specific as it refers to a situation in which outside financial interests may compromise, or have the appearance of compromising, a researcher's professional actions or judgments in the design, conduct, or reporting of their research results.
2. **Financial Interest** is anything of monetary value, including a fiduciary relationship important component or components of a conflict of interest for researchers.

Exit Save Continue

What to Disclose

- If you answer "Yes" to question 1, 2, or both, you will disclose your information on the next page. If you answer "No" to both, you will go to the final page.



Disclosure Details

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NM HEALTH SCIENCES

Hello, [RochelleG](#)

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HSC-COI Initiated Update for Winter Snow: Disclosure Details

You need to disclose any financial relationship with an external company or organization where you or an immediate family member received remuneration or if you hold equity in said company. On this page, you will be required to provide information on each company / external organization with which you have a financial relationship. If the relationship has not previously been disclosed, click on the "Add Disclosure" button. If the relationship has been previously disclosed, click on the "Edit" link next to the disclosure to update. If the relationship is no longer active (e.g., a consulting agreement that is no longer active), click on the "Remove" link to the right of the disclosure.

+ Add Disclosure

1. Disclosures Under Review:

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
There are no items to display								

2. Previously Reviewed Disclosures (click 'Modify' to enable editing):

Modify View	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
There are no items to display								

[Exit](#) [Save](#) [Continue](#)

Disclosure Details

- If you answered "Yes" to questions on the "What to Disclose" page, you will see the Disclosure Details page. You will click Add Disclosure and name each organization in which you have a financial interest related to your institutional responsibilities.



General Information

You Are Here: HSC-COI Initiated Certificatio... > Disclosure FI00001849 for Wint...

Editing: FI00001849

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Disclosure for Winter Snow: General Information

General Information concerning the relationship between the external organization and the discloser. For non-UNM employees, the external organization would be external to your main Employment.

1. External Organization: #2 Test Site

or

If you cannot find the organization in the above list, enter the name as text here:

2. * Relationship to Discloser:

Relationship

Self

Spouse

Dependent Child

3. * What type of financial relationship do you have with the external organization?

Relationship

Equity (shares / options) in external company

Consulting, advisory, or speaking compensation

Editorial compensation

Intellectual Property Rights (License / Royalties paid directly to individual)

Reimbursements (excluding sponsored travel)

Sponsored Travel

Exit Save Continue

General Information

- Upon adding a disclosure organization, the following questions will appear.
- The questions ask specifics about your disclosure and may direct you to another page to add more information depending on your selection.

Note: You can select 'save' and 'exit' at any time to return later.



Disclosure Details II

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HEALTH SCIENCES

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HSC-COI Initiated Update for Winter Snow: Disclosure Details

You need to disclose any financial relationship with an external company or organization where you or an immediate family member received remuneration or if you hold equity in said company. On this page, you will be required to provide information on each company / external organization with which you have a financial relationship. If the relationship has not previously been disclosed, click on the "Add Disclosure" button. If the relationship has been previously disclosed, click on the "Edit" link next to the disclosure to update. If the relationship is no longer active (e.g., a consulting agreement that is no longer active), click on the "Remove" link to the right of the disclosure.

+ Add Disclosure

1. Disclosures Under Review:

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
Edit	#2 Test Site		Self	Equity (shares / options) in external company	\$0	no	9/18/2023 12:21 PM	Remove

2. Previously Reviewed Disclosures (click 'Modify' to enable editing):

Modify	View	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
There are no items to display									

Exit Save Continue

Disclosure Details II

- If you added a financial interest related to your institutional responsibilities you will be directed to this smartpage.
- Edit: Allows for changes within a disclosure for a particular organization.
- Remove: Use the 'Remove' button to remove an entire disclosure item. If an item is removed, do not revise any answers to previous questions.



Final Pages

Validate

Hello, RochelleG

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HSC-COI Initiated Update for Winter Snow: Assurance and Certification

- I hereby acknowledge that I have read and understand the Financial Conflicts of Interest Policy.
- I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
- I will provide any additional information as requested by the Office of Research Compliance.
- I agree to cooperate in the development of any needed *Management Plan* as required per the Federal Regulations to manage, reduce, or eliminate existing conflicts of interest related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

* Are you a UNM employee AND a physician (Doctor of Medicine, Doctor of Osteopathy, Dentist, Podiatrist, Optometrist, or licensed chiropractor) Physician Assistant, Nurse Practitioner, Clinical Nurse Specialist, Certified Registered Nurse Anesthetist, Anesthesiologist Assistant, or Certified Nurse Midwife? Yes No [Clear](#)

If yes to above question please check box to confirm you have verified your information regarding payments from manufacturers of drugs, medical devices, biological, medical supplies posted on the CMS website (<https://openpaymentsdata.cms.gov/search>) associated with the Physicians Payments Sunshine Act. (Note: The dispute and resolution period to address inaccurate information will be communicated to UNMHSC providers by the COI Office annually).

Disclosures Under Review:

Organization	Disclosure Type(s)	Total Value
#2 Test Site	Equity (shares / options) in external company	\$0

Reviewed Disclosures:

Organization	Disclosure Type(s)	Total Value
There are no items to display		

*****BEFORE YOU FINISH*****

To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "[Finish](#)"

To finalize and submit your disclosure certification for review: DO check the confirmation box and

My disclosures are up-to-date and accurate and I confirm that I understand and agree with th

Exit Save **Finish**

Final Pages

- Additional Details Smartform: The COI system will allow you to provide any additional details that will facilitate reviewing your disclosure
- Assurance and Certification Smartform: If you have any disclosures, there will be additional questions asking if the study/project is related in any way to your disclosure(s). This is the final page in your certification. Be sure to read all the information. Answer the question and certify that your information is accurate by checking the box below. Click the **'Finish'** button to submit your certification.

This box must be checked and the Finish button selected in order to submit your certification.

Next: Finish



COI Disclosure Submitted

This screenshot shows a web interface for a Conflict of Interest Certification. At the top left, a red-bordered box highlights the text "No Review Required". Below this, under the heading "My Current Actions", are buttons for "Printer Version" and "View Differences". The main content area has tabs for "Summary", "History", and "Private Review Information". A process flow diagram shows four stages: "Draft", "In Review", "Under Management Plan", and "Complete", with the "Complete" stage highlighted in blue. Below the flow is a section titled "Notes to Discloser" with a link for "Instructions" and a congratulatory message: "Congratulations! You have successfully submitted your COI certification. You may now close your browser window, or click the Logoff button in the top right of the screen."

This screenshot shows a web interface for an Annual Certification. At the top left, a red-bordered box highlights the text "Administrative Review". Below this, under the heading "My Current Actions", are buttons for "Edit", "Printer Version", and "View Differences". The main content area has tabs for "Summary", "History", "Disclosures", "Private Review Information", and "Disclosure Admin Info". A process flow diagram shows four stages: "Draft", "In Review", "Under Management Plan", and "Complete", with the "In Review" stage highlighted in grey. The "Disclosures" tab is currently selected.

COI Disclosure Submitted

- **No Review Required:** The answers to the questions did not require internal COI review. Your disclosure is complete.
- **Administrative Review:** The answers to the questions require internal COI review. Please look out for any email notifications requesting clarifications. If a clarification is requested, please select 'edit' and revise as requested.



Contact

HSC COI office: Contact the COI office for any questions regarding what to disclose, required COI training, etc.

- HSC-COI@salud.unm.edu

Click ERA system administrator: For any technical assistance, errors, account questions, etc., contact the system administrator

- OOR-ITServices@salud.unm.edu

