

## REQUIRED TRAINING & DISCLOSURE INSTRUCTIONS FOR NON-UNM CLICK COI DISCLOSERS FOR PREAWARD, HRPO, OACC, RAC SUBMISSIONS

### Acquiring a Click COI account to submit your disclosure (certification):

- Complete HSC Financial Conflicts of Interest (FCOI) training (HSC 104-002). The course expires after 4 yrs.
- Complete Account Management Request Form found at <https://hsc.unm.edu/research/compliance/coi/education-and-training/> to request a new COI account.
- FCOI course is located at <https://hscmoodle.health.unm.edu/> under the heading of “HSC Conflicts of Interest”.
- Expect to receive an email in 1-2 business days with your Click COI username and temporary password. You will login using the non-HSC login button.

### Click COI Certification Requests:

- You will receive an email with the subject “HSC-Initiated Certification” from [HSC-COI@salud.unm.edu](mailto:HSC-COI@salud.unm.edu) asking you to complete a COI certification.
- Log into Click COI using the “non HSC login”.
- **ONLY** complete a Click COI certification when you receive an email request. **DO NOT** click “Create My Certification”.
- The email will provide you a link into your COI account to complete your certification **only if** you have an activated Click COI account.
- You will receive the certification request email request once per week until you complete your certification. The reminder emails will link you to your Click COI account but will no longer give you study details.

### COI certification Status:

- Use Click COI log-in: <https://era.health.unm.edu> & click on the COI tab in the upper left to find status of your certification.
- “Draft” status requires completion
- “Administrative Review” means the COI office will review your disclosure.
- “Administrative Review: Responding Pending” means the COI Office has 1 or more questions that need to be answered by you.
- The disclosure process is complete when the listed status is “No Review Required” or “Review Complete” if you don’t have a COI management plan.
- “Discloser Review of Plan”- you have a COI management plan that requires you to review and acknowledge receipt of the plan.
- “Under Management/Mitigation Plan”- you have an active management plan for your conflict of interest.

### Contacts for Click COI Help:

- Click COI username/password or questions about your Click COI account, contact Rochelle Garcia at 505-925-0893 or [rorgarcia@salud.unm.edu](mailto:rorgarcia@salud.unm.edu).
- What/how to disclose/edit in Click COI or update your certification, contact the COI Office at [HSC-COI@salud.unm.edu](mailto:HSC-COI@salud.unm.edu) or 272-6433.
- More information about Click COI can be found under the drop down menu here: <http://hsc.unm.edu/research/coi/click-coi-help/index.html>

### Remember:

1. *COI Certification = COI Disclosure.*
2. It takes 1-2 days after submitting the account request form for your Click COI account to be activated.