

**REQUIRED TRAINING & DISCLOSURE INSTRUCTIONS FOR UNM HSC 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.
- FCOI course is located in [Learning Central](#). Search using the course number.
- Complete Account Management Request Form found at <https://hsc.unm.edu/research/compliance/coi/education-and-training/> to request a new COI account.
- Expect to receive an email in 1-2 business days stating your account has been activated.
- Click on the “HSC login” and use your HSC net ID and password to get in your account. If you go in before the account is created, you will only see a blank screen and/or “invalid user”.

Click COI Certification Requests:

- You will receive an email with the subject “HSC-Initiated Certification” from HSC-COI@salud.unm.edu asking you to complete a COI certification.
- Log into Click COI using the “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 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 listing status is “No Review Required” or “Review Complete” if you don’t have a COI management plan.
- “Discloser Review of Plan”- you have a 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.
- What/how to disclose/edit in Click COI or how to update your certification, contact the COI Office at HSC-COI@salud.unm.edu or 272-6433.
- More information about Click COI can be under the drop down menu found 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.