

Conflicts of Interest Disclosure: Click COI


Click COI

- August 31, 2015 was the “Go Live” date
- Individual COI (**transactional**) disclosures
 - PreAward (Sponsored Projects Office, SPO)
 - HRPO (human)
 - IACUC (animal)
 - RAC (Research Allocation Committee)
- Institutional COI (annual) disclosures
 - Upper administration officials

Individual COI Disclosures

- PreAward/SPO – 1st step in COI submission for funded studies
 - When study goes to HRPO or IACUC, will be triggered for those not in original SPO application in the funding proposal (FP) record
 - It is important to write in correct FP number in the Fees form/Funding Sources section of the Click IRB application
 - HRPO/IACUC – triggers submission for all investigators in non-sponsored studies

Important to Know: Funded Studies

 **UNM**
HEALTH SCIENCES
CENTER | *Electronic Research
Administration*

Marie Barron | My Home | Logoff

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Grants > Kara's Cool Research Project

Kara's Cool Research Project

FP00001413 Funding Submission

COI CERTS INCOMPLETE
There are Conflict of Interest certifications associated with this project that are incomplete. The project cannot be awarded until all COIs have been completed.

Current State
[Department Review](#)
[View Funding Proposal](#)
[Printer Version](#)
[View Differences](#)
[View SmartForm Progress](#)
My Activities
[SPO Administration](#)
[SPO Additional Documents](#)

[Project Information](#) | [Review Status](#) | [SPO Additional Documents](#) | [SPO Confidential](#) | [COI Status](#)

| PROPOSAL INFORMATION | | BUDGET TOTALS | |
|--|---|---------------------------|-------------|
| PD/PI: | Terri Flowerday | Starting Date: | 10/1/2016 |
| Submitting Department/Division: | University of New Mexico Health Sciences Center | Number of Periods: | 5 |
| Specialist: | Stacy Bigbie | Current Period: | 1 |
| Sponsors: | NIH / National Institutes of Health | Total Direct: | \$750,000 |
| SF-424: | | Total Indirect: | \$375,000 |
| Banner Fund #: | | Total: | \$1,125,000 |
| Sponsor Award #: | | | |

Required Trainings

- Financial Conflict of Interest (FCOI) training expires **every 4 yrs**
 - UNM investigators take the course **(HSC 104-002)** in Learning Central: <https://learningcentral.health.unm.edu>
 - FCOI training for non-UNM investigators is done in Moodle: <https://hscmoodle.health.unm.edu> under HSC Conflicts of Interest
- Training for Click COI account:
 - UNM Investigators take Electronic Research Administration **(HSC 001)** & complete account request form **(mandatory)** in Learning Central
 - Non-UNM investigators take course and complete account request form in Moodle

Preparation for Disclosure (Certification)

- MUST use UNM email address as the contact email if UNM employee or student
- The date you completed the FCOI training course
 - Learning Central history
 - HSC COI website “FCOI Training Lookup”
 - Need HSC NetID and pw for both
 - Course re-certification required every 4 yrs
- Training should be completed or renewed (if expired) ***prior*** to completing a COI certification in Click

Preparation (cont'd)

- Any records of payment for outside professional activities (e.g consulting, speaking, book royalties, editorial compensation, etc.)
 - For consulting & speaking need to provide description
- Equity interests related to institutional responsibilities:
 - Public companies—value of the interest
 - Non-public (start-ups)—set as \$0, unless it has been evaluated and you know the value

Preparation (cont'd)

- Sponsored/reimbursed travel
 - Dates, location, duration, cost (if reimbursed)
 - Not required if from a university, gov't (federal, state, local)
 - Delete after 1 year
- Call the COI Office (272-6433) if unsure whether something requires disclosure

When Will You Certify?

- Email notification is always your guide
 - Only other time is when there is an update, ***contact COI Office on how to do this.***
- HRPO triggers the certification requests for non-sponsored studies
- RAC grants – RAC coordinator will trigger
- ***If cannot find email, can go to general website, <https://era.health.unm.edu>, to find all pending certification in draft status***
 - Be sure to click on the COI tab in upper left

Non-UNM Investigators — HRPO

- Most non-UNM investigators complete a Click COI certification
- Non-UNM investigators:
 - Provide accurate email addresses in study contact list
 - Will receive an email notification
 - Submit Click COI certification

Non-UNM Investigators: Special Cases — HRPO

➤ MIND Research Network Employees

- MRN Employees Disclosure Statement found here:
<http://hsc.unm.edu/research/coi/investigator-tools/non-unm.html>
- Do not submit a Click COI Certification

➤ Non-UNM Investigators affiliated with another university complete a form: <http://hsc.unm.edu/research/coi/investigator-tools/non-unm.html>

- COI clearance from their own university
- Signatures from their university COI Office or other administrative official required

Notification for HRPO Submission

From: HSC-COI@salud.unm.edu <HSC-COI@salud.unm.edu>

Sent: Tuesday, June 7, 2016 10:54 AM

To: [REDACTED]

Subject: HSC Initiated Certification Notice

HSC - COI Office

To: [REDACTED]

Link: [Research Initiated Certification for \[REDACTED\] 04-344](#) ←

Dear [REDACTED]

Prior to the awarding or approval of the proposal/protocol submission you must submit a certification (hereafter "Research Certification") that you have disclosed all of your significant financial interests that are reasonably related to your institutional responsibilities.

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 "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/click-coi-help/acquiring-a-click-coi-account/index.html> It will usually take one business day to receive your login information. The **subject of the email** will be **Click ERA: Your Account Has Been Created** and it will come from Marguerite Valencia-Reed or Lisa Kirk.

Project ID: 04-344
Project Name: Rogers: APPLE
Project Type: IRB
Project Role:
Principal Investigator: Research Assistant

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

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hsc.unm.edu/research/COI • Fitz Hall B83

Notification for SPO Submission

From: HSC-COI@salud.unm.edu <HSC-COI@salud.unm.edu>

Sent: Thursday, June 2, 2016 4:47 PM

To: [REDACTED]

Subject: HSC Initiated Certification Notice

HSC - COI Office

To: [REDACTED]

Link: [Research Initiated Certification for \[REDACTED\] FP00000860](#) ←

Dear [REDACTED]

Prior to the awarding or approval of the proposal/protocol submission you must submit a certification (hereafter "Research Certification") that you have disclosed all of your significant financial interests that are reasonably related to your institutional responsibilities.

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 "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/click-coi-help/acquiring-a-click-coi-account/index.html> It will usually take one business day to receive your login information. The **subject of the email** will be **Click ERA: Your Account Has Been Created** and it will come from Marguerite Valencia-Reed or Lisa Kirk.

Project ID: FP00000860

Project Name: [REDACTED]

Project Type: Funding Proposal

Project Role:

Principal Investigator: [REDACTED]

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

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Notification for NonAccount Holders

From: HSC-COI@salud.unm.edu

Date: June 1, 2016 at 4:28:24 PM PDT

To: [REDACTED]

Subject: HSC Initiated Certification Notice To Non Account Holders

Reply-To: HSC-COI@salud.unm.edu

HSC - COI Office

Prior to the awarding or approval of the proposal/protocol submission noted below you must submit a certification (hereafter "Research Certification") that you have disclosed all of your significant financial interests that are reasonably related to your institutional responsibilities.

If you have not logged into the Click COI system please take a brief training in Learning Central "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/click-coi-help/acquiring-a-click-coi-account/index.html> It will usually take 1 business day to receive your login information. The **subject of the email** will be **Click ERA : Your Account Has Been Created** and it will come from Marguerite Valencia-Reed or Lisa Kirk.

Project ID: FP00000400

Project Name: [REDACTED]

Project Type: Funding Proposal

Project Role: Patient/Stakeholder Research Partner

Contact Information

Marie Barron, M.A.
HSC COI Operations Manager
HSC-COI@salud.unm.edu

Ph: 272-6433

(what/how to disclose, how to
edit disclosure)

Nathan Donart, BS, BA
COI/Biosafety Specialist
HSC-COI@salud.unm.edu

Ph: 272-8001

COI Website:

<http://hsc.unm.edu/research/coi>