

CONFLICT OF INTEREST (COI)

Click Training

 University at Buffalo
Research and Economic Development





Kyle Mann
Office of Research
Compliance
klmann@buffalo.edu
645-0311

Tracie Groves
Training Programs Coordinator, RIS
traciegr@buffalo.edu
829-6650



Some Background about Click



The Pre-Award and Compliance System (PACS) is a multi-year collaborative project to implement the online Click Portal



The Click Portal is being implemented to assist principal investigators, students, compliance and research administration staff with administering sponsored programs



UB is leading the implementation of the Click Portal, working in collaboration with our vendor partner, Huron, and the PACS Leadership Team.

What is COI?

Conflict of interest (COI) in research is when financial or personal relationships may compromise — or have the appearance of compromising — an investigator's professional judgment in conducting or reporting research.

It is important that researchers do not have or appear to have a COI related to any of the studies in which they participate.

Federal regulations, state laws and University policies require that researchers submit financial disclosure forms at the time that a proposal is submitted for funding. When a possible COI is disclosed, the case is reviewed by an Institutional Review Board (IRB).

The IRB will coordinate with the PI to manage a potential COI. A COI management plan may be drawn up to ensure that the design, conduct, and reporting of research or other activity is free of bias.

University at Buffalo's Policy on COI



The University at Buffalo is committed to promoting objectivity in research and maintaining high ethical standards to ensure that the design, conduct, and reporting of research is not biased by the financial interests of individuals acting on behalf of UB.

Investigators must disclose their and their immediate family members significant obligations, significant financial interests, and/or sponsored travel that is related to their institutional responsibilities to provide the reasonable expectation that the design, conduct, or reporting of funded research by UB faculty, students, or staff will not be biased.

Completing a COI Disclosure Statement

Each Investigators must submit a Disclosure Statement that includes information pertaining to their significant financial interests (SFIs) and any sponsored travel that may be related to their research:

- when submitting a grant application for research
- prior to submitting human subject protocols for review by an Institutional Review Board (IRB)
- annually thereafter
- immediately upon of discovering or acquiring a new SFI.

After the Disclosure Statement is submitted, a review is conducted. If a COI exists, a management of conflicts may be drawn up to continue with the research proposal.

Click COI Module

The COI Module provides an electronic system for management of research-related conflict of interest disclosures. It ensures the prevention of bias and helps avoid a circumstance in which a researcher's personal interest or relationships might compromise the integrity of research at the University.

If you do not have a Click account, you can request access here:

<https://www.buffalo.edu/research/research-services/click-implementation.html>.

If you do not have access to your annual COI, you can request help here:

<https://www.buffalo.edu/research/about-us/staff-directory/ris/request-it-help.html>

UB's annual filing deadline is Nov. 1.



December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Day	27	28
29	30	1	2	3	4	5



COI Helpful Tips

- ❖ You will begin receiving notifications to complete your annual disclosure about **45 days** before it is due.
- ❖ The annual disclosure should be updated **within 30 days** of any financial change that occurs for you or an immediate family member that may impact a study.
- ❖ The research certification is done for **EACH** study submitted to the IRB to attest to your level of conflict of interest with the specific sponsor of the research.
- ❖ Failure to submit your annual disclosure or complete the research certification for the individual study will result in a delay in IRB approval
- ❖ 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 the annual disclosure**.
- ❖ You may be asked to provide additional information as your Disclosure Certification is reviewed.
- ❖ If a management plan is required, your agreement to the plan must be documented prior to any funding being released. You are responsible for all its terms, conditions and actions.

Two Different Types of Disclosures

CONFLICT
OF INTEREST



Annual and Research Certification COI

What's the difference?

- An annual financial disclosure is submitted once a year through the COI module of CLICK
- The annual disclosure should be updated whenever you have a change to the one on file
- The research certification is done for EACH study submitted to the IRB to attest to your level of conflict of interest with the specific sponsor of the research

Research Certifications

- Created in Click when:
 1. A new award comes in.
 2. A new funded study is submitted to the IRB.
 3. A funded study is submitted for continuing review.
 4. A new study team member is being added to a funded study.

- A study/award specific way to either update your annual disclosure or certify that no changes need to be made to your annual.
- Upon award, a research certification is created for the PI, Co-I's and key personnel.
- For IRB protocols, a research certification is created for the PI and all study team members.
- You will receive an email with a link to the research certification. Should you not receive the email, or it gets deleted, the COI will be found in the COI tab in Click (it will be in your inbox).
- It will include the study or award number as well as the project name, your role and project type.

Before you Start

Before you submit a certification, gather the following information:

- Any consulting agreements you have signed this year
- Receipts from travel paid by outside companies
- Any stock option agreements
- Your stock portfolio summary
- Your IRS 1040 and/or 1099 forms

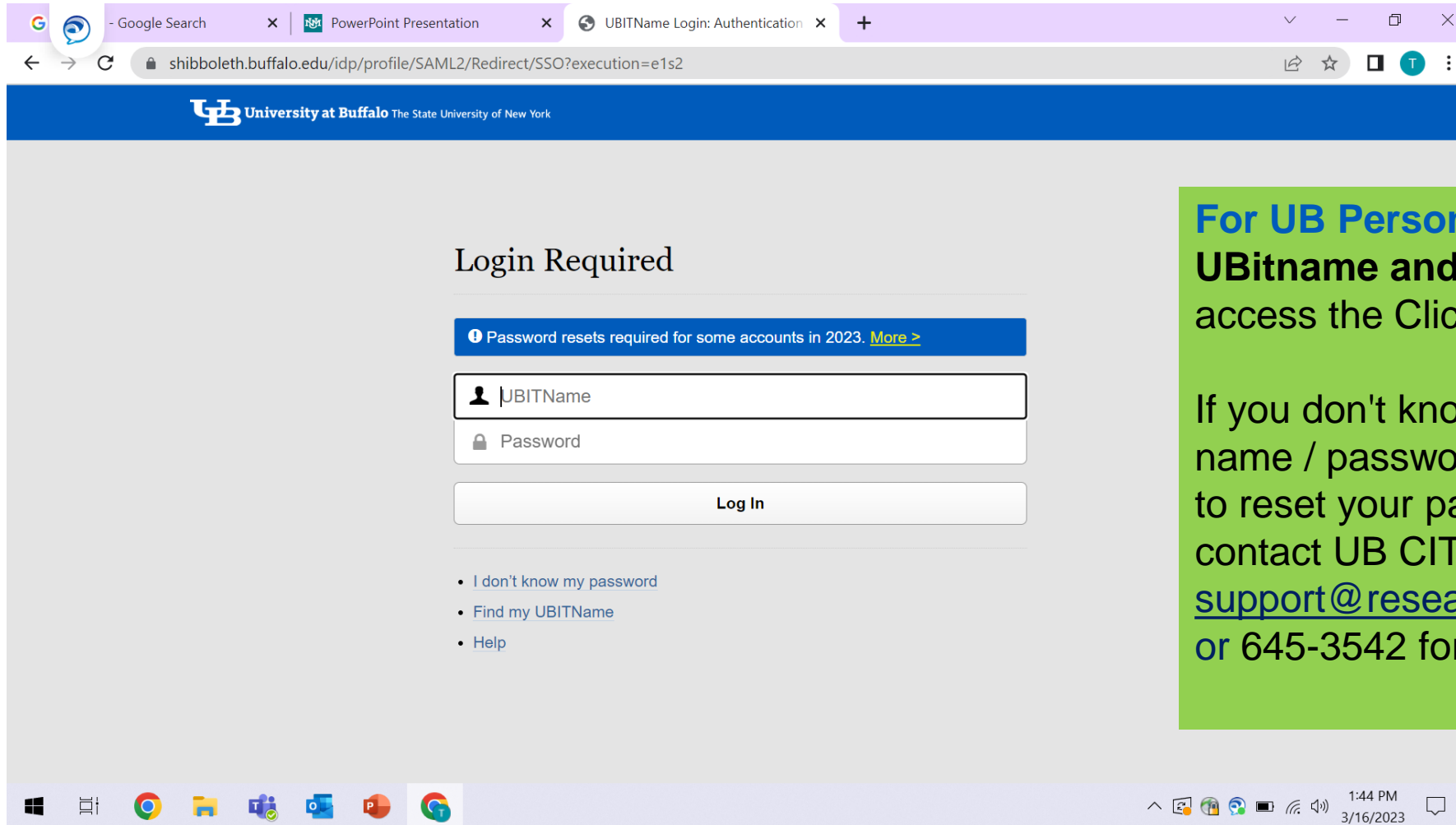
This information will help you to complete the form.



NAVIGATION

Click COI Module





University at Buffalo The State University of New York

Login Required

ⓘ Password resets required for some accounts in 2023. [More >](#)

Log In

- [I don't know my password](#)
- [Find my UBITName](#)
- [Help](#)

For UB Personnel: Use your **UBITname** and **password** to access the Click COI system.

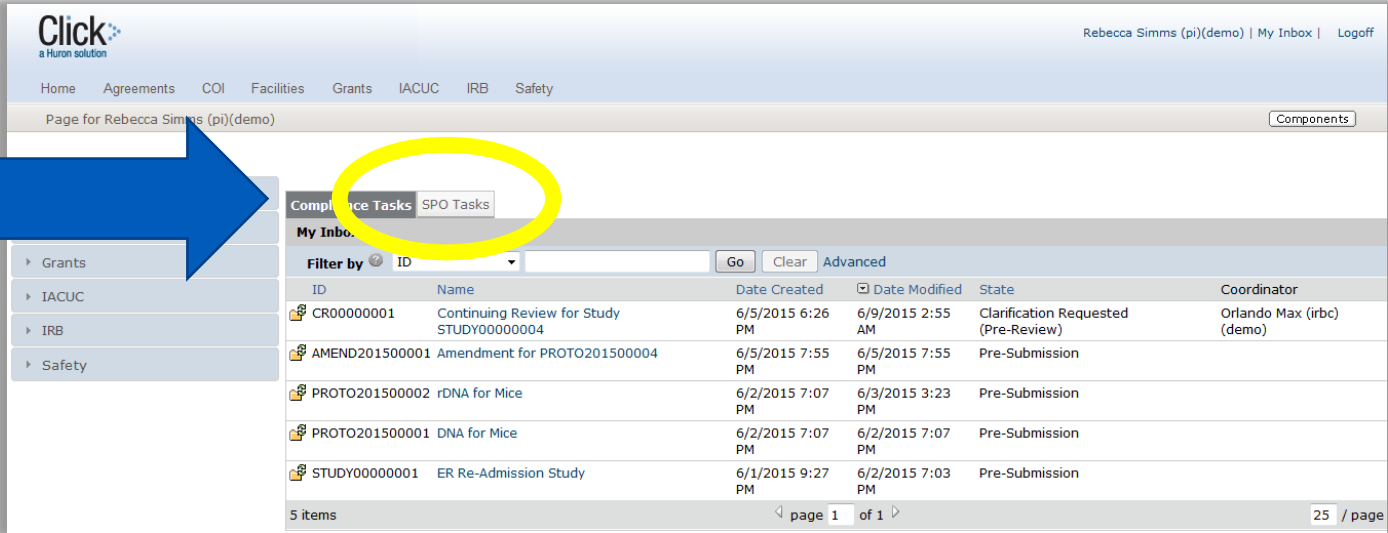
If you don't know your name / password or you need to reset your password, please contact UB CIT at support@research.buffalo.edu or 645-3542 for help.

My Inbox

Each time you log into the **Click Portal**, you will be taken to your **Inbox**. This area of the portal contains a list of all submissions that currently require you to take an action.

My Inbox is divided into two tabbed pages:

- **Compliance Tasks** – This tab contains a list of your IRB, IACUC, and Safety submissions that currently require you to take an action.
- **SPO Tasks** – This tab contains a list of your Grants, Agreements, and **COI Disclosures** that currently require you to take an action.



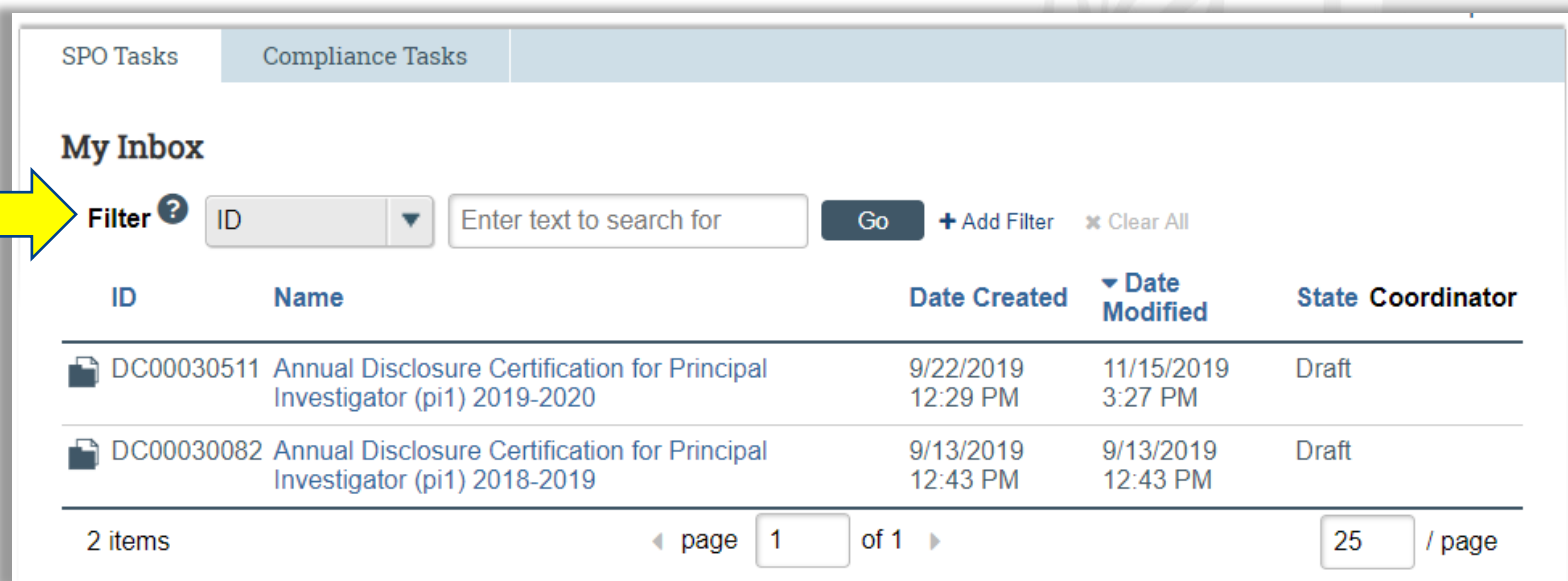
The screenshot shows the Click Portal interface. At the top, there is a navigation bar with the Click logo and user information: Rebecca Simms (pi)(demo) | My Inbox | Logoff. Below the navigation bar, there are tabs for Home, Agreements, COI, Facilities, Grants, IACUC, IRB, and Safety. The main content area is titled "Page for Rebecca Simms (pi)(demo)" and has a "Components" button. The "My Inbox" section is active, showing two tabs: "Compliance Tasks" and "SPO Tasks". The "SPO Tasks" tab is circled in yellow, and a blue arrow points to it from the left. Below the tabs, there is a "Filter by" dropdown menu set to "ID", with "Go" and "Clear" buttons, and an "Advanced" link. The main content is a table with the following columns: ID, Name, Date Created, Date Modified, State, and Coordinator. The table contains five rows of data:

ID	Name	Date Created	Date Modified	State	Coordinator
CR00000001	Continuing Review for Study STUDY00000004	6/5/2015 6:26 PM	6/9/2015 2:55 AM	Clarification Requested (Pre-Review)	Orlando Max (irbc)(demo)
AMEND201500001	Amendment for PROTO201500004	6/5/2015 7:55 PM	6/5/2015 7:55 PM	Pre-Submission	
PROTO201500002	rDNA for Mice	6/2/2015 7:07 PM	6/3/2015 3:23 PM	Pre-Submission	
PROTO201500001	DNA for Mice	6/2/2015 7:07 PM	6/2/2015 7:07 PM	Pre-Submission	
STUDY000000001	ER Re-Admission Study	6/1/2015 9:27 PM	6/2/2015 7:03 PM	Pre-Submission	

At the bottom of the table, it says "5 items" and "page 1 of 1". The bottom right corner shows "25 / page".

Sorting and Filtering

The listings within **My Inbox** can be sorted by using the **Filter** by option. This option will allow you to search by ID number, Name, Date Created, Date Modified, or State.



The screenshot shows the 'My Inbox' interface with a filter dropdown menu highlighted by a yellow arrow. The filter is set to 'ID'. Below the filter is a table with two items. The table has columns for ID, Name, Date Created, Date Modified, and State Coordinator. The first item is 'DC00030511 Annual Disclosure Certification for Principal Investigator (pi1) 2019-2020' with a date created of 9/22/2019 12:29 PM and a date modified of 11/15/2019 3:27 PM. The second item is 'DC00030082 Annual Disclosure Certification for Principal Investigator (pi1) 2018-2019' with a date created of 9/13/2019 12:43 PM and a date modified of 9/13/2019 12:43 PM. The table is currently on page 1 of 1, showing 2 items, with 25 items per page.

ID	Name	Date Created	Date Modified	State Coordinator
DC00030511	Annual Disclosure Certification for Principal Investigator (pi1) 2019-2020	9/22/2019 12:29 PM	11/15/2019 3:27 PM	Draft
DC00030082	Annual Disclosure Certification for Principal Investigator (pi1) 2018-2019	9/13/2019 12:43 PM	9/13/2019 12:43 PM	Draft

My Disclosures

You may navigate directly to the COI module by clicking the COI tab in the navigation menu at the top of the screen.

The screenshot shows the University at Buffalo COI module interface. The navigation menu at the top includes My Inbox, Awards, Courses, Agreements, COI, Grants, IACUC, IRB, and Safety. The COI tab is highlighted with a yellow arrow. Below the navigation menu, there are sub-tabs for COI Meetings and COI Reports. The main content area shows a list of COI certifications with columns for ID, Name, First Name, Last Name, Type, and Status. A red arrow points to the 'View My Certification' button, and a yellow arrow points to the 'My Disclosures' link in the left sidebar.

ID	Name	First Name	Last Name	Type	Status
DC00031785	Update to Principal Investigator (pi1)'s disclosures 3.30.2020	Principal	Investigator (pi1)	Disclosure Update	Administrative Review

The My Disclosures area is divided into three tabs:

- **All Certifications** - All of your disclosure certifications, regardless of state.
- **Administrative-Review** - All of your COI annual disclosure certifications currently under review.
- **Under Management Plan** - All of your disclosures that are currently under a Management Plan.

COI Home Page

University at Buffalo The State University of New York Hello, Principal Investigator (pi1) ▾

» **My Inbox** Awards Courses Agreements **COI** Grants IACUC IRB Safety

COI Meetings COI Reports

COI

COI Meetings
COI Reports
[View My Certification](#)

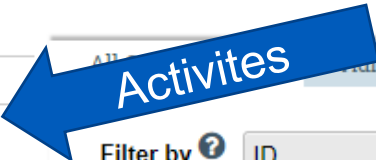
My Disclosures
Meetings
Reports
COI Discloser Quick Reference

Administrative Review Under Management Plan

Filter by [?] ID + Add Filter ✕ Clear All

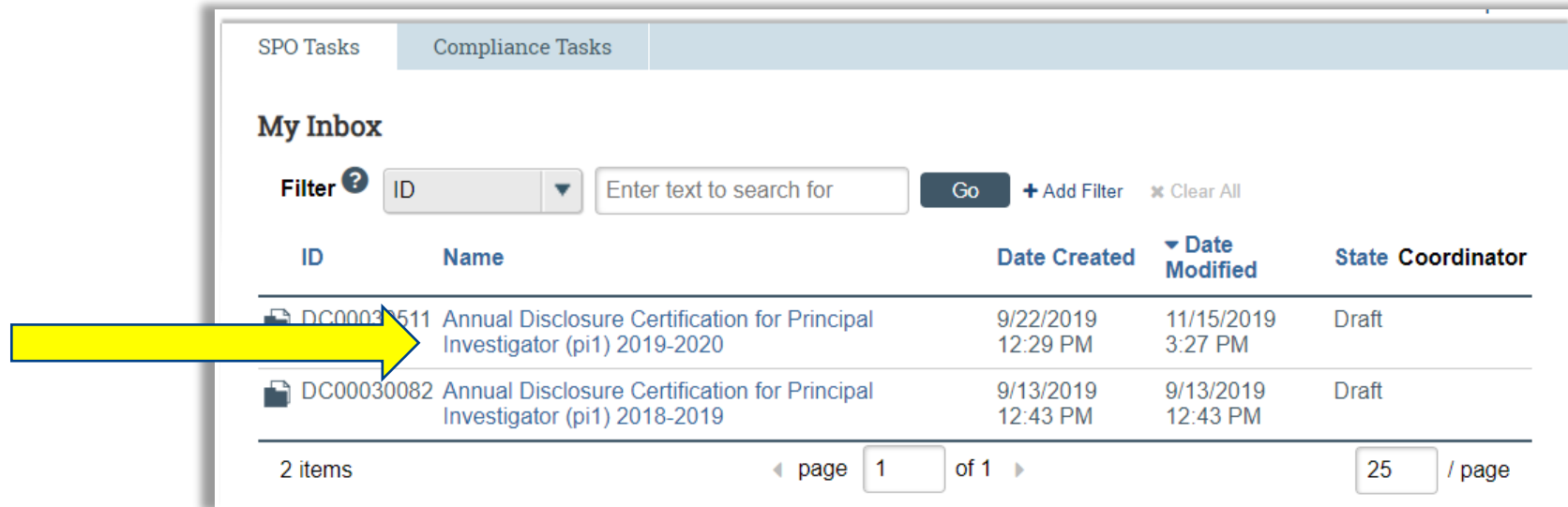
ID	Name	First Name	Last Name	Type	Status
DC00031785	Update to Principal Investigator (pi1)'s disclosures 3.30.2020	Principal	Investigator (pi1)	Disclosure Update	Administrative Review

1 items ◀ page 1 of 1 ▶ / page



Activites

To open a submission, click on its **Name**. When you open a submission, you will be brought to its **Workspace**.



SPO Tasks Compliance Tasks

My Inbox

Filter [?] ID Go + Add Filter ✕ Clear All

ID	Name	Date Created	Date Modified	State Coordinator
DC000300511	Annual Disclosure Certification for Principal Investigator (pi1) 2019-2020	9/22/2019 12:29 PM	11/15/2019 3:27 PM	Draft
DC00030082	Annual Disclosure Certification for Principal Investigator (pi1) 2018-2019	9/13/2019 12:43 PM	9/13/2019 12:43 PM	Draft

2 items < page 1 of 1 > 25 / page

You can return to **My Inbox** at any time by clicking the **My Inbox** tab in the navigation menu at the top of the screen.

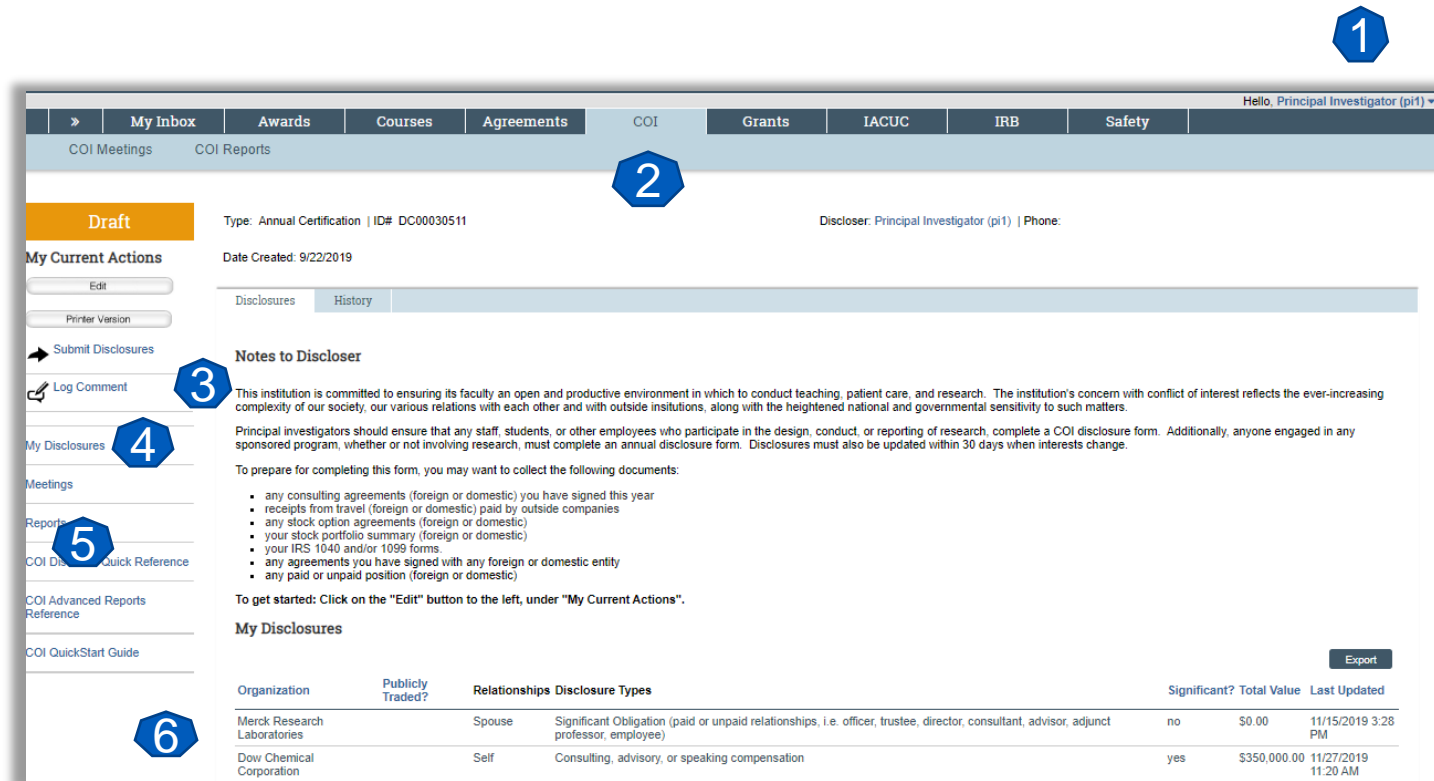


University at Buffalo The State University of New York Hello, Principal Investigator (pi1) ▾

- >>
- My Inbox
- Awards
- Courses
- Agreements
- COI
- Grants
- IACUC
- IRB
- Safety

Certification Workspace

1. **Header** – Links to your profile and lets you log off
2. **Top navigation menu** – Links to the different modules within the **Click Portal**
3. **Activities** – Actions that can be taken based on a submission's current **State** and your assigned role within the module
4. **Disclosures tab**– Instructional notes for the Discloser, and a list of disclosures made previously (if applicable).
5. **Shortcuts** – Quick links to other frequently used areas of the module
6. **History tab**– Actions taken previously on this submission.



The screenshot shows the 'COI' (Conflict of Interest) workspace for a Principal Investigator. The interface includes a top navigation menu, a header with user information, and a main content area with several sections:

- Header (1):** 'Hello, Principal Investigator (pi1)'
- Top Navigation Menu (2):** My inbox, Awards, Courses, Agreements, COI, Grants, IACUC, IRB, Safety
- Activities (3):** Draft, Type: Annual Certification | ID# DC00030511, Date Created: 9/22/2019, Discloser: Principal Investigator (pi1) | Phone:
- Disclosures tab (4):** Disclosures, History
- Notes to Discloser (5):** This institution is committed to ensuring its faculty an open and productive environment... Principal investigators should ensure that any staff, students, or other employees who participate in the design, conduct, or reporting of research, complete a COI disclosure form. Additionally, anyone engaged in any sponsored program, whether or not involving research, must complete an annual disclosure form. Disclosures must also be updated within 30 days when interests change.
- Shortcuts (6):** My Disclosures, Meetings, Reports, COI Disclosures Quick Reference, COI Advanced Reports Reference, COI QuickStart Guide
- My Disclosures Table:**

Organization	Publicly Traded?	Relationships	Disclosure Types	Significant?	Total Value	Last Updated
Merck Research Laboratories		Spouse	Significant Obligation (paid or unpaid relationships, i.e. officer, trustee, director, consultant, advisor, adjunct professor, employee)	no	\$0.00	11/15/2019 3:28 PM
Dow Chemical Corporation		Self	Consulting, advisory, or speaking compensation	yes	\$350,000.00	11/27/2019 11:20 AM

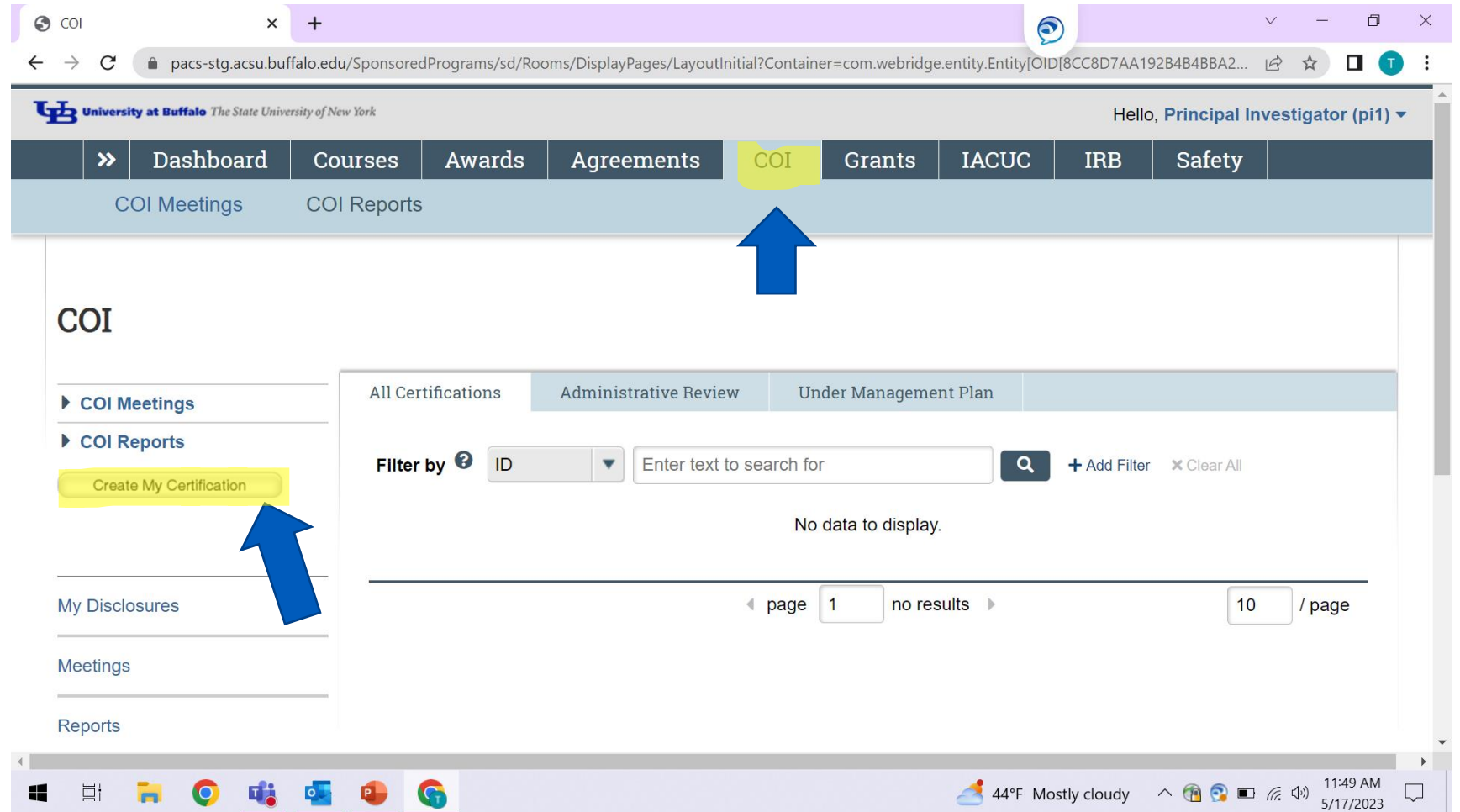
Getting Started

Click on the **link** that you is emailed to you, and it should take you directly to your certification.

If you do not have the link, In the COI tab, Click on **Create My Certification**.

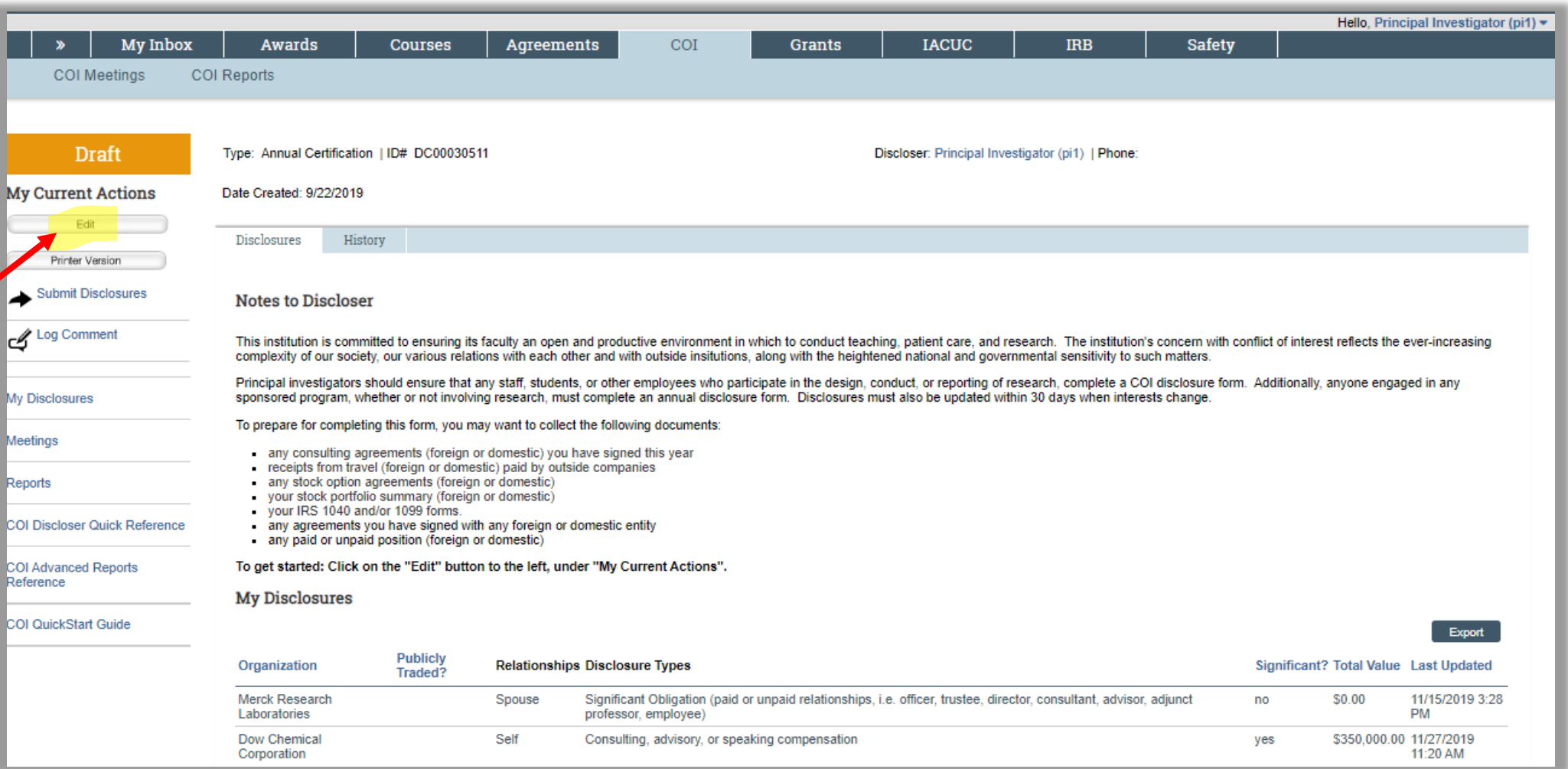
If you have already started but not submitted your Disclosure, this button will read **Edit My Certification**.

or **View My Certification** if it has already been Submitted for review.



COI SmartForm

To open the COI SmartForm from the Certification Workspace, click on the **Edit** button.



Hello, Principal Investigator (pi1)

> My Inbox Awards Courses Agreements **COI** Grants IACUC IRB Safety

COI Meetings COI Reports

Draft

Type: Annual Certification | ID# DC00030511 Discloser: Principal Investigator (pi1) | Phone:

Date Created: 9/22/2019

Disclosures History

Notes to Discloser

This institution is committed to ensuring its faculty an open and productive environment in which to conduct teaching, patient care, and research. The institution's concern with conflict of interest reflects the ever-increasing complexity of our society, our various relations with each other and with outside insitutions, along with the heightened national and governmental sensitivity to such matters.

Principal investigators should ensure that any staff, students, or other employees who participate in the design, conduct, or reporting of research, complete a COI disclosure form. Additionally, anyone engaged in any sponsored program, whether or not involving research, must complete an annual disclosure form. Disclosures must also be updated within 30 days when interests change.

To prepare for completing this form, you may want to collect the following documents:

- any consulting agreements (foreign or domestic) you have signed this year
- receipts from travel (foreign or domestic) paid by outside companies
- any stock option agreements (foreign or domestic)
- your stock portfolio summary (foreign or domestic)
- your IRS 1040 and/or 1099 forms
- any agreements you have signed with any foreign or domestic entity
- any paid or unpaid position (foreign or domestic)

To get started: Click on the "Edit" button to the left, under "My Current Actions".

My Disclosures

Organization	Publicly Traded?	Relationships	Disclosure Types	Significant?	Total Value	Last Updated
Merck Research Laboratories		Spouse	Significant Obligation (paid or unpaid relationships, i.e. officer, trustee, director, consultant, advisor, adjunct professor, employee)	no	\$0.00	11/15/2019 3:28 PM
Dow Chemical Corporation		Self	Consulting, advisory, or speaking compensation	yes	\$350,000.00	11/27/2019 11:20 AM

Export

You Are Here: Update to Principal Investigat... View: Disclosure Certification - DC00031785

« Back Exit Hide/Show Errors Print Jump To 3 Continue »

Disclosure Update for Principal Investigator (pi1) : Institutional Responsibilities

The following questions apply to all activities.

1. * Do you write orders and/or prescribe items or services for patients who visit this institution? ?
 Yes No

2. * Do you influence or decide which vendor or manufacturer or service provider, supplier are chosen for purchase, lease, use or acquisition of any items or services at this institution? ?
 Yes No

If Yes, please describe your role in the decision-making or in influencing decisions:
fdsfdsfdf

3. * Are you involved in any regulatory or policy activities on behalf of this institution? ? 2

On the SmartForm page, you will see:

1. Required fields (*)
2. Field help (?)
3. Navigation bar

You Are Here: Annual Disclosure Certificatio... Edit: Disclosure Certification - DC00030511

< Back Save Exit Hide/Show Errors Print Jump To > Continue >

Annual Certification for Principal Investigator (pi) : Institutional Responsibilities

The following questions apply to all activities.

1. * Do you write orders and/or prescribe items or services for patients who visit this institution? [?](#)
 Yes No [Clear](#)
2. * Do you influence or decide which vendor or manufacturer or service provider, supplier are chosen for purchase, lease, use or acquisition of any items or services at this institution? [?](#)
 Yes No [Clear](#)

If Yes, please describe your role in the decision-making or in influencing decisions:

3. * Are you involved in any regulatory or policy activities on behalf of this institution? [?](#)
 Yes No [Clear](#)


The **Continue** and **Back** buttons will move you forward or back one page in the forms

The navigation bar allows you to perform the following actions:

- **Save** – Saves your work for the current page
- **Exit** – Exits the forms and returns you to the **Workspace**
- **Hide/Show Errors** – Performs a check on every page within the forms to ensure that all required fields have been completed
- **Print** – Prints the current page
- **Jump to:** - Allows you to see and navigate to all pages within the forms

What to Disclose

Indicate if there are any business or financial relationships that you or an immediate family member had in the previous 12 months, or with which you or an immediate family member anticipate within this calendar year.

* Are there any outside organizations or companies (foreign and domestic) with which you or an immediate family member have a relationship? 
 Yes No [Clear](#)

If you have answered **No** to this question, you will skip to the Assurance and Certification page.

If you have answered **Yes**, you will continue to the [Disclosure Details](#) page.

Click the **Add Disclosure** button



Click the 3 dots to open the **Organization** database

Search for the organization with which you have a relationship, and click the **Go** button

If you are unable to locate the **Organization** within the database, use the blank field provided to enter its **Name**.

Continue to SmartForm to answer questions and disclose details about the relationship.

Completing a Research Certification Disclosure

Home Courses Agreements **COI** Facilities Grants IACUC IRB Safety

Rebecca Simms (pi)(030) | My Inbox | Logoff

COI Submissions > Research Initiated Certification for Rebecca Simms (pi)(030): MODCR00000123

Draft Type: Research Initiated Update | ID# DC00000042 | Discloser: Rebecca Simms (pi)(030) | Phone: 716-645-5000

My Current Actions

Edit (highlighted with red arrow)

Printer Version

Submit Disclosures

Log Comment

My Disclosures

Meetings

Reports

COI Discloser Quick Reference

COI Advanced Reports Reference

COI QuickStart Guide

Disclosures History

Research 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 research project(s):

Research Project ID: MODCR00000123
Research Project Name: Test
Research Project Role: Principal Investigator
Research Project Type: IRB

Remember that you must disclose any financial interests that could be reasonably construed as related to the design, conduct, recruitment, or enrollment of subjects in the above research.

Notes to Discloser

This institution is committed to ensuring its faculty an open and productive environment in which to conduct teaching, patient care, and research. The institution's concern with conflict of interest reflects the ever-increasing complexity of our society, our various relations with each other and with outside institutions, and our national and governmental sensitivity to such matters.

Principal investigators should ensure that any staff, students, or other employees who participate in the design, conduct, or reporting of research. The institution's concern with conflict of interest reflects the ever-increasing complexity of our society, our various relations with each other and with outside institutions, and our national and governmental sensitivity to such matters.

Additionally, anyone engaged in any sponsored program, whether or not involving research, must complete an annual disclosure updated during the year whenever interests change.

To prepare for completing this form, you may wish to review the following document:

You Are Here: Research Initiated Certification - DC00000042

Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification - **Finish** (highlighted with blue arrow)

Research Initiated Update for Rebecca Simms (pi)(030) : 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 my campus.
- 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 or obligations related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

Disclosures Under Review:		
Organization	Disclosure Type(s)	Total Value
General Atomics Electronics Systems Inc	Equity (shares / options / private ownership) in external company	\$25,000.00

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

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

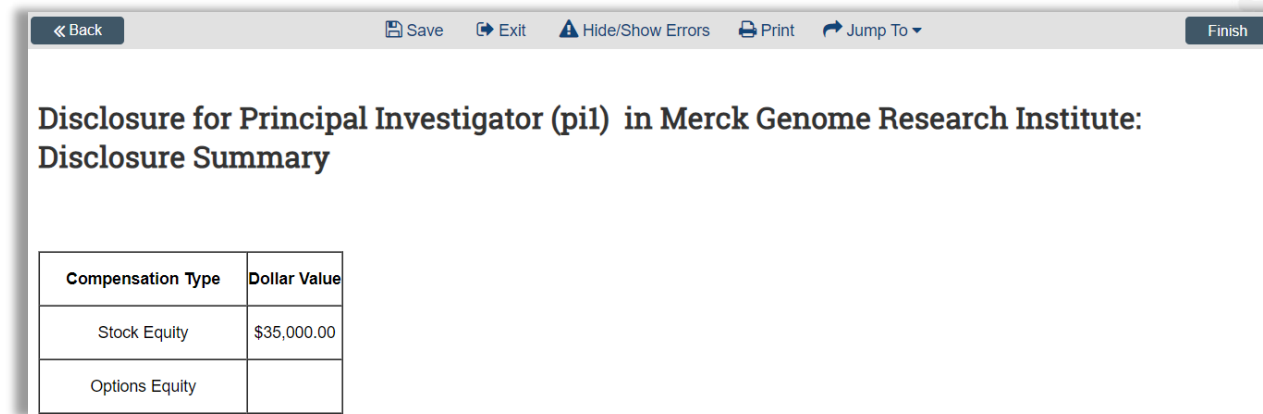
To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"

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

My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements. (highlighted with red arrow)

Select the "edit" button and continue through the Smart Form pages to review the information that was populated from your annual. You can make any changes to your disclosure at this time if needed.

Disclosure Summary



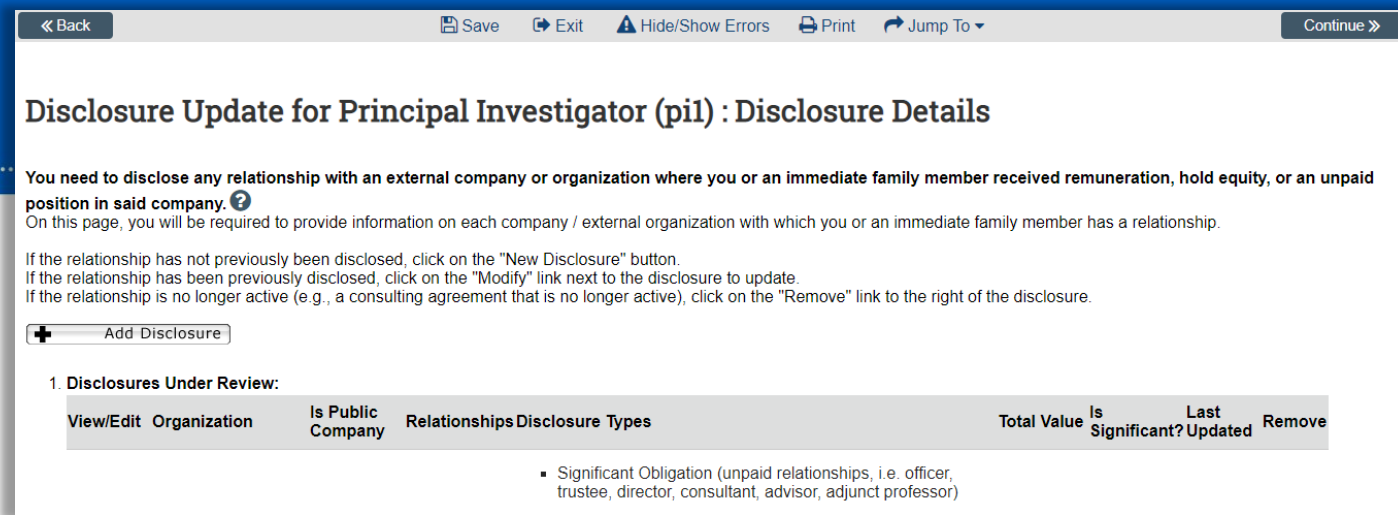
Navigation: << Back Save Exit Hide/Show Errors Print Jump To Finish

**Disclosure for Principal Investigator (pi1) in Merck Genome Research Institute:
Disclosure Summary**

Compensation Type	Dollar Value
Stock Equity	\$35,000.00
Options Equity	

It is a good idea to review the summary for accuracy. After you have finished reviewing your **Disclosure(s)**, click the **Finish** button to save your work and move to the next pages within the SmartForms

Disclosure Details



<< Back Save Exit Hide/Show Errors Print Jump To Continue >>

Disclosure Update for Principal Investigator (pi1) : Disclosure Details

You need to disclose any relationship with an external company or organization where you or an immediate family member received remuneration, hold equity, or an unpaid position in said company.

On this page, you will be required to provide information on each company / external organization with which you or an immediate family member has a relationship.

If the relationship has not previously been disclosed, click on the "New Disclosure" button.
 If the relationship has been previously disclosed, click on the "Modify" 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.

1. Disclosures Under Review:

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove

Significant Obligation (unpaid relationships, i.e. officer, trustee, director, consultant, advisor, adjunct professor)

The **Disclosure Details** page will now list the new **Disclosure** that you have created.

- To make any changes to that **Disclosure**, click the **Edit** button to its left.
- To create an additional **Disclosure**, click the **Add Disclosure** button.

If you have created **Disclosures** in the past that have already been reviewed by the **COI Committee**, they will be listed here.

- If you need to make any changes to a previous **Disclosure**, click the **Modify** button to its left.
- If the relationship for that **Disclosure** is no active, click the **Remove** option

Click the **Continue** button to save your work and move to the next page within the **SmartForms**

Submitting Disclosure for Review - 2 Steps

1. Click **Submit Disclosures** under **My Current Actions**.

The **Click Portal** will run a brief check to ensure that all of the required fields have been completed within the **SmartForms**.

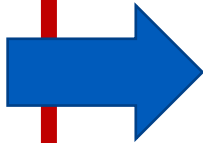
- If an error appears, update any required fields that were missed. **Save** your changes, **Exit** the **SmartForms**, and then click the **Submit** button again.
- If there are no errors, a statement will appear in the window.

2. Read the statement and then place a checkmark next to the sentence at the bottom of the window.

Click **OK** to submit the **Disclosure(s)** for review.

VERY IMPORTANT:

You **MUST** save and exit the certification and then click on Submit Disclosures on the main COI workspace page in order to finalize the submission



The screenshot shows a web browser window displaying a COI disclosure form. The browser address bar shows the URL: `pac-s-stg.acsu.buffalo.edu/SponsoredPrograms/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[E0A1F22EC4D111ED62B8...`. The user is logged in as "Principal Investigator (pi3)".

The navigation menu includes: Dashboard, Awards, Agreements, COI, Grants, IACUC, IRB, Safety. Under the COI menu, there are links for COI Meetings and COI Reports.

The main content area shows a "Draft" status for an "Annual Certification" with ID# DC00081783. The discloser is "Principal Investigator (pi3)". The date created is 3/17/2023.

Under "My Current Actions", there are buttons for Edit, Printer Version, and Submit Disclosures (highlighted in yellow). There is also a Log Comment button.

The "Notes to Discloser" section contains the following text:

This institution is committed to ensuring its faculty an open and productive environment in which to conduct teaching, patient care, and research. The institution's concern with conflict of interest reflects the ever-increasing complexity of our society, our various relations with each other and with outside insitutions (foreign or domestic), along with the heightened national and governmental sensitivity to such matters.

Principal investigators should ensure that any staff, students, or other employees who participate in the design, conduct, or reporting of research, complete a COI disclosure form. Additionally, anyone engaged in any sponsored program, whether or not involving research, must complete an annual disclosure form. Disclosures must also be updated during the year whenever interests change.

The Windows taskbar at the bottom shows the time as 3:57 PM on 4/11/2023, with a temperature of 57°F and a "Windy" weather condition.

Finishing Submission Step 2

VERY IMPORTANT:

You must check this box and click Finish in order to successfully submit. If you do not click this button, it will save the proposal as a draft to be edited later but can not be submitted until it is checked.

The screenshot shows a web application interface for editing a proposal. On the left, a sidebar menu includes 'Validate', 'Institutional Responsibilities', 'Training and Education', 'What to Disclose', and 'Assurance and Certification' (highlighted in orange). The main content area contains a list of items to be reviewed, including 'Disclosures Under Review' and 'Reviewed Disclosures', both showing 'There are no items to display'. Below these sections, a yellow box contains the text '***BEFORE YOU FINISH***'. Underneath, there are two instructions: 'To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"' and 'To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"'. A checkbox is present with the text 'My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.' At the bottom right, there are three buttons: 'Exit', 'Save', and 'Finish'. A blue arrow points from the text on the left to the 'Finish' button.



After you Submit

Check to ensure that the following things have occurred:

- The **Status Bar** in the upper-left corner of the **Workspace** has now changed from **Draft** to **Administrative Review**.
- Today's date will appear as the **Date Submitted** on the **Summary** tab.
- On the **History** tab, the most recent action is **Disclosures Submitted**.

What To Expect After Submitting

- Submitting your disclosure(s) initiates a series of activities that may include:
 - Review by a COI Administrator
 - Optional ancillary review by individuals, departments, and other organizations
 - Communication of the reviewers' decision to the discloser
- Any of these may lead to a request for you to take further action, such as providing clarifications regarding the disclosure
- Whenever you need to act, you will be notified by a member of the Compliance Team by e-mail, and the certification appears in My Inbox when you log in to the Click Portal

Questions?

- For policy questions regarding COI:
 - Office of Research Compliance,
Kyle Mann, klmann@buffalo.edu
- For questions regarding Click:
 - Tracie Groves, traciegr@buffalo.edu
- For assistance with UBITNames and Passwords:
 - Electronic Research Administration,
support@research.buffalo.edu

