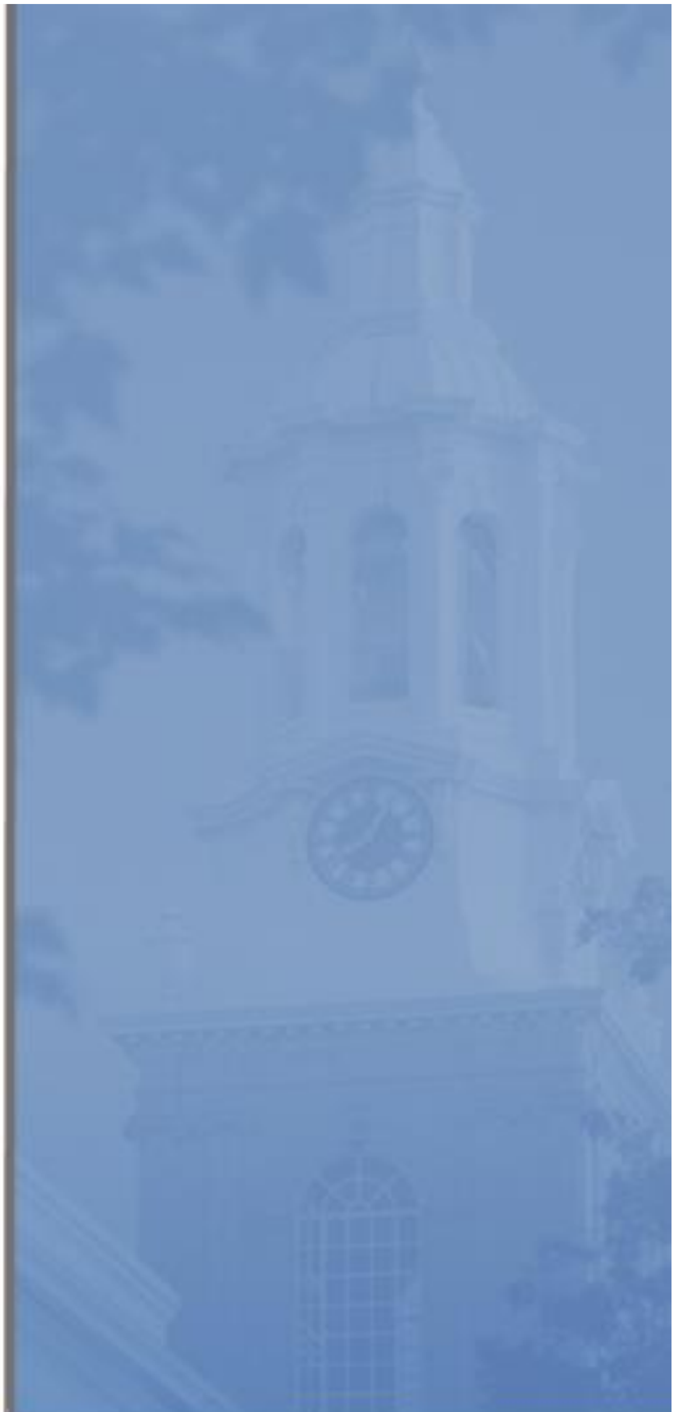
Click Portal

COI Module

Training Exercises

October 2016



University at Buffalo
The State University of New York

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COI Module Training Exercises

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Logins Required for Exercises

You will be assigned users that you will log in as to perform the training exercises. For example, if you are assigned the number 1, for exercises that require you to log in as the Principal Investigator, you log in as pi1.

Role/User	User Name	Password
Principal Investigator/ COI Discloser	pi1 – pi15	1234
COI Administrator	coia1 – coia15	1234
COI Committee Member	coichair1 - coichair15 (chairperson) coicomm1 – coicomm15 (committee member)	1234
COI Monitor	monitor1 – monitor15	1234

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Navigation Exercises

Exercise 1: Log into the COI Module	
Steps	**Questions**
1. Go to: https://pacsstg1.rfsuny.org 2. Log in as the *Principal Investigator/COI Discloser* with the number you were assigned. 3. Click **Enter**.	

Exercise 2: Explore the Inbox	
Steps	**Questions**
1. Click the **SPO Tasks** tab. 2. From this tab you will see a list of all certifications that are in your *COI Discloser's* queue that require action, and will be able to sort through them by using either the **Filter by** options, or the column headings. 3. Click on the **Name** of any **Annual Disclosure Certification** to open it. 4. Click **My Inbox** (on the upper right) to return to the **Inbox**.	What is the difference between the Compliance and SPO Tasks tabs?

Exercise 3: Explore COI Submissions	
Steps	**Questions**
1. In the navigation menu at the top of the screen, click **COI** to go to the module. 2. From this tab you will see a list of **All Certifications** that are in your *COI Discloser's* queue. 3. The additional tabs will show the certifications separated by state.	On which tab can you find the following information? • Certifications that are in Administrative Review? • Certifications that are under a Management/Mitigation Plan?

Steps	Questions
4. Click the **COI Reports** link, and then the **Certification Reports** link, to see the types of reports available.	
5. Click the **COI Reference** and **QuickStart Guide** links to see the types of user assistance available to you. 6. The guides will open in a new tab. Close the tab to return to **Click**.	What guides are available?
7. Click the **COI Submissions** link to return to the main page in the COI module.	

Exercise 4: Explore the Certification Workspace

Steps	Questions
1. From **All Certifications**, click the **Name** of an certification to open it.	When you first open a certification: • Where do you find the state of the certification? • Where do you find the type of certification?
2. On the **History** tab, review the activities that have already occurred for this certification.	
3. Click the **Summary** tab to see previous **Disclosures**. 4. Read the ***Notes to Discloser*** statement.	What documents should you have in front of you when completing the Annual Disclosure?

Exercise 5: Explore the SmartForm Pages

Steps	Questions
1. From the Certification Workspace, click the **Edit** (or **View Disclosures**) button. 2. On the navigation bar (at the top or bottom), click the **Jump To:** drop-down menu to see the list of pages making up the certification.	

Note: Different SmartForm pages may appear depending on the answers given on the initial SmartForm pages. 3. On the navigation bar, click the **Continue** button to move through the pages. 4. On the **Disclosure Details** page, click the **View** or **Edit** button next to a disclosure to review its details. Use the **Jump to:** menu and/or the **Continue** button to move through the SmartForm pages. 5. Click **Finish** to return to the **Annual Certification** SmartForm pages. 6. On the last page of the **Annual Certification**, click **Finish** to return to the Certification Workspace.	

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Draft Exercises

Exercise 6: Edit a Certification

Steps	Questions

You should still be logged in as the *COI Discloser* from the previous exercise.
 	
1. In the header menu, click **My Inbox** to return to the **Inbox**.
2. Click the **Annual Disclosure Certification** item in the **Draft** state. If there is more than one, open the one with the most recent date.
3. Click the **Edit** button.
4. Complete the pages by entering the answers from the ***Sample Certification*** document.
 	
5. When you get to the last page of the certification, click **Hide/Show Errors** on the navigation bar to check for errors.
    a. If an error appears on the **Error/Warning Messages** pane, click the **Jump To:** link and update any required fields that were missed. Next, go to the last page and click **Finish**.
 	
    b. If no errors were found, on the last page, click **Finish**.	

Exercise 7: Submit Disclosures to Review

Steps	Questions
1. On the Certification Workspace, click **Submit Disclosures** on the left. 2. Read the ***Disclosure Assurance and Certification*** statement, and then place a checkmark in the box below it. 3. Click **OK** to submit the disclosure for review. **Note:** The certification can be removed from review by clicking **Return COI Certification to Submitter** on the left. This action will discontinue the review of the certification, and will allow the *PI* to make updates. The certification moves to the **Administrative Review** state.	Why is it important that the disclosure cannot be edited once it has been submitted for review?

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Administrative Review Exercises

Exercise 8: Review Certification Details	
Steps	**Questions**
1. Log in as the *COI Administrator* with the number you were assigned. 1. From the **Inbox**, locate the certification that you submitted; it will be in the **Administrative Review** state. 2. Click the **Name** of the certification. 3. From the Certification Workspace, review the following information: • Click the **Summary** tab to see a summary of the information and the amounts disclosed by organization. • Click the **Disclosures** tab to see the amounts disclosed for each organization by compensation type. • Click the **View Disclosures** button to review all of the certification's SmartForm pages, including the disclosure pages.	

Exercise 9: Assign a Committee	
Steps	**Questions**
1. In the Certification Workspace, click **Assign Committee**. 2. Select the **COI University at Buffalo**. Click **OK**.	

Exercise 10: Record and Complete an Administrative Review	
Steps	**Questions**
1. In the Certification Workspace, click **Record Administrative Review**. 2. Complete the form by selecting the **Administrative Determination** of **Committee Review Required**. Click **OK**. 3. Click **Administrative Review Complete**.	

4. Within the **Disposition** field, select **Send to Committee**, and then select the **Sample COI Meeting {today's date}** meeting to add the certification to the agenda. 5. Click **OK**. The certification now moves to the **Scheduled for Meeting** state.	

Ancillary Review Exercises

Exercise 11: Manage Ancillary Reviews	
Steps	**Questions**
You should still be logged in as the *COI Administrator* and on the Certification Workspace. 1. From the Certification Workspace, click **Manage Ancillary Reviews** on the left. 2. Click **Add** to add an *Ancillary Reviewer*. 3. Click the **Select** button for Person and select your *Ancillary Reviewer*. Click **OK**. 4. Select **Yes** to indicate a response is required. 5. Click **OK**, and then click **OK** again in the next window to add the *Ancillary Reviewer*. The certification does not change states.	

Exercise 12: Submit an Ancillary Review	
Steps	**Questions**
1. Log in as the *Ancillary Reviewer*. 2. From the Inbox, open the certification you created. 4. From the Certification Workspace, review the following information: • Click the **Summary** tab to see a summary of the information and the amounts disclosed by organization. • Click the **Disclosures** tab to see the amounts disclosed for each organization by compensation type. • Click the **View Disclosures** button to review all of the certification's SmartForm pages, including the disclosure pages. 3. From the Certification Workspace, click **Submit Ancillary Review** on the left.	

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4. Select your Ancillary Reviewer by placing a checkmark in the box.

5. Select Yes, to indicate that you have completed your review.

6. Click OK to submit the Ancillary Review.

The certification does not change states.
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Preparing for Meeting Exercises

Exercise 13: Prepare an Agenda	
Steps	**Questions**
NOTE: For information on creating **Committees** and **Meetings**, see Create New Committee and Meeting Exercises. 1. Log in as the *COI Administrator* with the number you were assigned. 2. Click on the **COI** tab in the navigation menu. 3. Click on the **COI Meetings** link on the left. 4. Click the **Name** of the **Sample COI Meeting {today's date}** meeting on the **Upcoming Meetings** tab. 5. From the Meeting Workspace, click **Prepare Agenda**. **NOTE:** The *COI Administrator* can either upload an agenda, by clicking **Choose File**, or can **Generate** an agenda using a template. 6. Select the **COI Agenda** template from the dropdown menu, and click the **Generate** button. 7. Click the **OK** button.	

Exercise 14: Send an Agenda	
Steps	**Questions**
1. In the Meeting Workspace, click **Send Agenda.** 2. Add or remove checkmarks from the checkboxes to the left of **Invitees'** names. • **Confirmed Invitees** - have confirmed their attendance at the meeting • **Unconfirmed Invitees** - have not yet confirmed their attendance at the meeting • **Declined Invitees** - have declined attendance at the meeting	

3. Click **OK.** An email notification will be sent to all selected **Invitees.**	

Exercise 15: Assign a Reviewer

Steps	Questions
1. In the Meeting Workspace, click **Assign Reviewers.** 2. Click the **Update** button to the left of the certification. 3. Click the **Add** button, and then click **Select.** 4. Select your **Committee Member**, and then click **OK.** 5. Indicate that the individual will be the **Primary Reviewer.** 6. Click **OK.** 7. Select **Yes** when asked if you wish to notify all assigned reviewers now. 8. Click **OK.** An email notification will be sent to the selected **Reviewer(s).**	

Primary/Secondary Reviewer Exercises

Exercise 16: Review Certification Details	
Steps	**Questions**
1. Log in as the *COI Committee Member* with the number you were assigned.	
2. Click the **COI** tab in the navigation menu.	
3. On the **All Certifications** tab, locate the certification that you submitted; it will be in the **Administrative Review** state.	
4. Click the **Name** of the certification.	
5. From the Certification Workspace, review the following information: • Click the **Summary** tab to see a summary of the information and the amounts disclosed by organization. • Click the **Disclosures** tab to see the amounts disclosed for each organization by compensation type. • Click the **View Disclosures** button to review all of the certification's SmartForm pages, including the disclosure pages.	

Exercise 17: Log Comments	
Steps	**Questions**
6. In the Certification Workspace, click **Log Private Comment.**	
7. Enter any commentary regarding the certification, in preparation for the **Committee Meeting.**	
8. Click **OK.**	
The certification does not change states.	STOP

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Meeting Convened Exercises

Exercise 18: Convene a Meeting	
Steps	**Questions**
1. Log in as the *COI Administrator* with your number. 2. Click on the **COI** tab in the navigation menu. 3. Click on the **COI Meetings** link on the left. 4. Click the **Name** of the **Sample COI Meeting {today's date}** meeting on the **Upcoming Meetings** tab. 5. From the Meeting Workspace, click **Convene Meeting**. The certification moves to the **Meeting Convened** state.	

Exercise 19: Record Meeting Attendance	
Steps	**Questions**
1. From the Meeting Workspace, click **Edit Meeting Attendance**. 2. Place a checkmark next to the name of each person in attendance. 3. Click **OK**.	

Exercise 20: Prepare the Meeting Minutes	
Steps	**Questions**
1. From the Meeting Workspace, click **Prepare Minutes**. **NOTE:** The *COI Administrator* can either upload minutes, by clicking **Choose File**, or can **Generate** minutes using a template. 2. Select the **COI Minutes** template from the dropdown menu and click the **Generate** button. The minutes can be downloaded to your computer, and notes can be added to them during the course of the meeting.	

Click **Upload Revision** to upload an edited copy from your computer. 3. Click **OK**.	

Exercise 21: Close a Meeting

Steps	Questions
1. From the Meeting Workspace, click **Close Meeting**. • The *COI Administrator* would click **Prepare Minutes** to upload an edited copy of the minutes, if necessary. • The *COI Administrator* would click **Approve Meeting Minutes** to approve the final version of the minutes.	

Exercise 22: Record the Committee Decision

Steps	Questions
After a committee meeting occurs, the *COI Administrator* will record the committee's decision for the certification. 1. Click the **Annual Disclosure Certification** item in the list of **Agenda Items**. 2. From the Certification Workspace, click **Record Committee Decision.** 3. In the **Motion** field, select **Management Plan Required** and then click **OK**. 4. Select your *COI Monitor* from the **Plan Monitor** dropdown menu. 5. Select a **Plan Review Frequency** of **90** days from the dropdown menu. 6. Click the **OK** button. The certification moves to the **Review Complete: Preparing Correspondence** state.	STOP

Review Complete: Preparing Correspondence Exercises

<table>
<tr><th colspan="2">Exercise 23: Create or Upload a Management/Mitigation Plan</th></tr>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>You should still be logged in as the COI Administrator from the previous exercise and on the Certification Workspace.

1. From the Certification Workspace, click Create or Upload Management Plan.

NOTE: The COI Administrator can either upload a plan, by clicking Choose File, or can Generate a plan using a template.

2. Select the Conflict Management Plan template from the drop-down menu, and then click the Generate button.

3. Click OK.</td><td></td></tr>
<tr><th colspan="2">Exercise 24: Prepare and Send Correspondence</th></tr>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>1. From the Certification Workspace, click Prepare Correspondence.
2. Select the Prepare Letter: Management Plan Required (Committee) letter template from the drop-down menu.
3. Click OK to create the letter.
4. From the Certification Workspace, click Send Correspondence.
5. Click OK to send the letter.

The certification moves to the Discloser Review of Plan state.</td><td></td></tr>
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Discloser Review of Plan Exercises

Exercise 25: Review the Management Plan

Steps	Questions
COI Disclosers will receive an email notification when their disclosure requires a Management/Mitigation Plan. The email will contain a link to view the certification in question. 1. Log in as the *COI Discloser*. 2. From My Inbox, click on the **Name** of the certification. 3. In the Certification Workspace, locate the **Summary** section of the **Summary** tab. 4. Click the link to the right of **Management Plan** to open the plan and review it. The plan will download as a Microsoft Word document.	

Exercise 26: Submit a Response

Steps	Questions
1. Click **Submit Response Plan.** 2. Select **Accept** to consent to the management plan. **NOTE:** If you had any questions regarding the management plan, you could click **Request Further Clarification**. This would allow you to enter questions, and would send them to the *COI Administrator* for clarification. 3. Click **OK.** The certification will move to the **Under Management/Mitigation Plan** state.	

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Under Management/Mitigation Plan Exercises

Exercise 27: Complete the Monitor Report	
Steps	**Questions**
1. Log in as the *COI Monitor*. 2. In the navigation menu, click **COI** to go to the module. 3. Click the **Under Management Plan** tab, and locate the certification. 4. Click the certification's **Name** to open it. 5. From the Certification Workspace, click **Complete Monitor Report**. 6. Select **Yes** to indicate that the management plan is on track and in full compliance. 7. Select today's date as the date the report was completed. 8. Place a checkmark next to the confirmation statement, and then click **OK**. 9. Click the **History** tab, and then the **Monitor Report Completed** activity to review the report. The certification does not change states.	

Exercise 28: Indicate that the Plan is Satisfied	
Steps	**Questions**
1. In the Certification Workspace, click **Plan Satisfied**. 2. Type **Comments**, if necessary. 3. Click **OK**. The certification will move to the **Management/Mitigation Plan Satisfied** state.	

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Create New Committee and Meeting Exercises

Exercise 29: Create a New Committee	
Steps	**Questions**
1. Log in as the *COI Administrator*. 2. In the navigation menu, click **COI** to go to the module. 3. Click the **COI Meetings** link on the left. 4. From the Meetings Workspace, click **Create New Committee**. 5. Select the **Committee Type** of **Conflict of Interest** from the dropdown menu. 6. Enter a **Name** for the committee. 7. Select **030 University at Buffalo** from the **SUNY Campus** dropdown menu. 8. Click the **Continue** button. 9. Select **030 University at Buffalo (COI)** from the **Administrative Office** dropdown menu. 10. Click the **Add** button to select individuals who will function as *Committee Administrators*, and then click **OK**. 11. Click the **Add** button to select an individual who will function as a *Committee Member*. Once you have identified their **Membership Type** and **Roles**, click **OK and Add Another**. 12. Click **OK** when you are finished adding *Committee Members*. 13. Click the **Finish** button. The committee will be added to the list on the **Committees** tab.	

Exercise 30: Schedule a Meeting	
Steps	**Questions**
1. In the navigation menu, click **COI** to go to the module. 2. Click the **COI Meetings** link on the left.	

3. From the Meetings Workspace, click **Create New Meeting**. 4. Select the appropriate **Committee**. 5. Select a **Meeting Date** and **Start Time**; click the **Calendar** icon to select the date, and then use the **Time** selection tool at the bottom of the calendar. 6. Enter a **Location** for the meeting. 7. Enter a **Meeting Name**, if desired. 8. Click **OK**. The meeting will be added to the list on the **Upcoming Meetings** tab.