



Conflict of Interest (COI) Module Training Setup

MODULE DESCRIPTION:

The Click Portal COI module provides an electronic system for management of research-related conflict of interest disclosures. The COI module 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.

Each faculty member is required to complete an Annual Financial Disclosure form at the time of applying for funded research or prior to the release of grant funds, whichever occurs first, annually thereafter, and within 30 days of discovering or acquiring a new significant financial interest. The Conflict of Interest Committee (CIRC) and the Conflict of Interest Officer carefully review these disclosures, effectively manage any conflicts, and report to appropriate federal agencies as needed.

OBJECTIVES:

- Provide principal investigators, study staff, compliance and research administration staff an overview of the COI module
- Demonstrate how to:
 - Access and update an Annual Disclosure Certification
 - Create a Disclosure and submit it for review
 - Manage the Disclosure review process
 - Create a Management/Mitigation Plan to address conflict, and monitor the plan
- Allow the participants to practice with hands-on exercises
- Provide training materials and references that will provide assistance while using the COI module



TRAINING EXERCISES:

COI Module Exercises	Role(s)
Navigation Exercises	
• Exercise 1: Log into the COI Module	PI/COI Discloser
• Exercise 2: Explore the Inbox	PI/COI Discloser
• Exercise 3: Explore COI Submissions	PI/COI Discloser
• Exercise 4: Explore the Certification Workspace	PI/COI Discloser
• Exercise 5: Explore the SmartForm Pages	PI/COI Discloser
Draft Exercises	
• Exercise 6: Edit a Certification	PI/COI Discloser
• Exercise 7: Submit Disclosures to Review	PI/COI Discloser
Administrative Review Exercises	
• Exercise 8: Review Certification Details	COI Administrator
• Exercise 9: Assign a Committee	COI Administrator
• Exercise 10: Record and Complete an Administrative Review	COI Administrator
Administrative Review Exercises	
• Exercise 11: Manage Ancillary Reviews	COI Administrator
• Exercise 12: Submit an Ancillary Review	Ancillary Reviewer
Preparing for Meeting Exercises	
• Exercise 13: Prepare an Agenda	COI Administrator
• Exercise 14: Send an Agenda	COI Administrator
• Exercise 15: Assign a Reviewer	COI Administrator
Primary/Secondary Reviewer Exercises	
• Exercise 16: Review Certification Details	COI Committee Member
• Exercise 17: Log Comments	COI Committee Member
Meeting Convened Exercises	
• Exercise 18: Convene a Meeting	COI Administrator
• Exercise 19: Record Meeting Attendance	COI Administrator
• Exercise 20: Prepare the Meeting Minutes	COI Administrator
• Exercise 21: Close a Meeting	COI Administrator
• Exercise 22: Record the Committee Decision	COI Administrator
Review Complete: Preparing Correspondence Exercises	
• Exercise 23: Create or Upload a Management/Mitigation Plan	COI Administrator
• Exercise 24: Prepare and Send Correspondence	COI Administrator
Discloser Review of Plan Exercises	
• Exercise 25: Review the Management Plan	PI/COI Discloser
• Exercise 26: Submit a Response	PI/COI Discloser



Under Management/Mitigation Plan Exercises	
• Exercise 27: Complete the Monitor Report	COI Monitor
• Exercise 28: Indicate that the Plan is Satisfied	COI Monitor
Create New Committee and Meeting Exercises	
• Exercise 29: Create a New Committee	COI Administrator
• Exercise 30: Schedule a Meeting	COI Administrator

TRAINING MATERIALS:

COI Module Instructor

- COI Module – Introduction PowerPoint
- Laptop or computer with hardwired Internet connection

Participants

- COI Module – Exercises
- COI Module – Sample Disclosure
- Work Instructions:
 - COI Workflow
 - Edit/Submit a Certification
 - Review Certification Details
 - Working with Management Plans
 - Committee Activities

Equipment and Site Requirements

- LCD Projector
- Screen
- Laptops or computers with hardwired Internet connection (one per participant)



SYSTEM REQUIREMENTS:

User Accounts

Ensure that the following user accounts are created in the system with the necessary roles for training.

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

Certifications

Create at least one new certification for each PI/COI Discloser.

Committee and Meeting

1. Log into the site as COI Administrator.
2. Click the **Meetings** link on the left.
3. Click **Create New Committee** and create the following committee and meeting:

Field Name	Setting
Committee Type:	Conflict of Interest
Name:	COI University at Buffalo
COI Administrators:	coia1-15
COI Committee Members:	coichair1-15 (chairperson) coicomm1-15 (committee members)
Meeting Date and Start Time:	Any future date
Location:	University at Buffalo
Meeting Name:	Sample COI Meeting {today's date}