

UVMClick COI – How to Update your Disclosure Profile

last updated July 1, 2024

On June 10, 2024, the UVMClick COI system was upgraded from Version 9 to Version 10 to modernize and streamline the submission, review and approval workflows for both Conflict of Commitment and for Research.

What has changed:

1. Disclosure Profile
2. Separate workflows for Conflict of Commitment and for Financial Conflict of Interest in Sponsored Research
3. Converted Disclosures

What has not changed:

1. Annual Conflict of Commitment certification requirements
2. Research certification requirements for Sponsored Research

Your Disclosure Profile

- Each user has a Disclosure Profile in UVMClick that the user will update
- Updates will be made annually or as the user's circumstances change
- In most cases, an email notification from UVMClick will prompt the user to update their Disclosure Profile to satisfy their annual certification requirements
- Users can also update their Disclosure Profile at any time, without being prompted by an email notification

The screenshot displays the UVMClick COI system interface. At the top, the UVMClick logo is on the left, and a user greeting "Hello, [Name]" is on the right. Below this is a navigation bar with tabs for Dashboard, COI, Grants, Agreements, IRB, IACUC, Safety, and a menu icon. The COI tab is active, showing sub-tabs for Disclosures, Requests, Certifications, Plans, Triggering Events, Reports, Meetings, Central Actions, and Help Center. The breadcrumb trail reads "COI > Disclosures > Disclosure Profile for [Name]". On the right of the breadcrumb trail are links for "Admin View" and "Help".

The main content area is titled "Disclosure Profile for [Name]". On the left, there is a sidebar with an "Action Required" section. It states "Disclosure profile last completed: 6/18/2024" and includes a checkbox for "Complete Disclosure Profile Update".

The main content area has a section titled "Instruction Center" with two columns: "Action Required" and "Reason". The "Action Required" column states: "Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the Complete Disclosure Profile Update button." The "Reason" column states: "Discloser manually updated the disclosure profile". Below this is a button labeled "Edit Disclosure Profile".

At the bottom, there is a section with tabs for "Disclosures", "Training", and "History". The "Disclosures" tab is active, showing a message: "You have not disclosed any interests. Reference the Instruction Center to take the appropriate steps of completing a disclosure update."

How to Update your Disclosure Profile

1. Login with your UVM Net ID and password to UVMClick at <https://coi.connect.uvm.edu/COI/>
2. Click COI > Disclosures to locate your Disclosure Profile
3. Click "Edit Disclosure Profile" button to open it
4. The four pages are identified in the top left navigation
 - a. Instructions and Policies
 - b. UVM Institutional Policies
 - c. Entity Disclosure Information
 - d. Complete Disclosure Profile
5. Read the "Instructions and Policies" page, answer the first question at the bottom, and click "Continue"
6. Read the "Institutional Responsibilities" page, answer the questions and click "Continue"

7. Read the “Entity Disclosure Information” page and click “Yes” or “No” depending on whether you have a financial interest to disclose.
8. If “Yes”, you will be prompted in a different window to enter all the specifics about your outside financial interest.
9. When you are done, submit your Disclosure Profile clicking on “Complete Disclosure Profile” and then clicking on “Finish”
10. Once you submit your updated Disclosure Profile, the state will change to “No Action Required” and there is nothing else you need to do at this time.

UVMClick

Hello, [User Name]

Editing: DP00000461

Go to forms menu Print Help

Instructions and Policies

This process implements the following two University of Vermont policies:

1. Conflict of Interest and Conflict of Commitment Policy (COI/COC) and Nepotism Policy
2. Financial Conflict of Interest in Sponsored Research (FCOI)

All covered persons are required to submit an annual disclosure form and to update their disclosure form as their circumstances change.

In addition, research investigators at UVM will be requested to update their disclosures at the time of a sponsored project award.

Your disclosures should indicate any outside entities with which you or your family have a relationship to the extent they relate to your institutional responsibilities at UVM.

Such outside entities include domestic and foreign entities, whether private or public, whether they are an individual or a company.

Disclosures of foreign financial interests. It is important to note that disclosure of foreign financial interests differs from disclosure of domestic financial interests. Investigators, including subrecipient Investigators, must disclose all foreign financial interests (which includes income from seminars, lectures, or teaching engagements, income from service on advisory committees or review panels, and reimbursed or sponsored travel) received from any foreign entity, including foreign institutions of higher education or foreign governments (which includes local, provincial, or equivalent governments of another country) when such income meets the threshold for disclosure (e.g., income in excess of \$5,000).

Definitions

Family:

- COI/COC - Immediate family
- FCOI - Immediate family, domestic partner and/or dependent children

Covered Person:

- COI/COC - Officers of Administration, Vice Presidents, Deans, Chairs, Chief Officers, Department Heads, Directors, Managers, full and part time faculty, and exempt staff must satisfy this requirement by submitting an annual disclosure form and an updated disclosure form as their circumstances change.
- FCOI - All Investigators defined as the Principal Investigator (PI), Project Director (PD) or any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research proposed to, or funded by, external sponsors, under grants, contracts, cooperative agreements, or other awards for research.

Training and Education

- All UVM employees are required to review and understand UVM's Conflict of Interest and Conflict of Commitment Policy and Nepotism Policy.
- All Investigators engaged in sponsored research are required to review and understand UVM's Financial Conflict of Interest in Sponsored Research Policy (FCOI) and Sponsored project funding will not be released for spending until FCOI Training is completed.

Exit Save Continue

UVMClick

Hello, Catherine Condon

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Go to forms menu Print Help

Institutional Responsibilities

Institutional Responsibilities: When responding to these questions, you are only being asked to disclose information that is related to your institutional responsibilities, your role, and/or your expertise at University of Vermont. Put another way, you are required to disclose those activities, relationships, and interests in which there is a relationship to your UVM job duties.

1. * Are you involved in any regulatory or policy activities on behalf of UVM? For the purpose of this question, regulatory or policy activities refers to your ability to create, enact, or influence regulation or government policy (federal or state) that impacts the university. This does not include job responsibilities that occur in areas that are regulated, nor does it include your involvement in the development or implementation of UVM institutional or departmental policies or procedures.
☐ Yes ☒ No [Clear](#)
2. * As part of your UVM role, do you have any supervisory authority over or responsibility for making employment decisions (including volunteers) for any members of your family? [?](#)
☐ Yes ☒ No [Clear](#)
3. * Do you have any authority for entering into contracts or agreements on behalf of UVM with any members of your family or any outside entity in which your family member(s) have an ownership or financial interest? [?](#)
☐ Yes ☒ No [Clear](#)
4. * Do you or any family member have a leadership position in, or a financial interest in, an outside entity that contracts with UVM or does business with UVM in any capacity (service agreements, research agreements, leases, sales agreements)?
☐ Yes ☒ No [Clear](#)
5. * Do you hold a position of executive leadership at the University of Vermont? In this instance, executive leadership includes the Presidents, Deans, Vice Provosts and Chief Officers. It does not include directors, associate deans, managers, or supervisors. If yellow box on UVM's organizational chart, you should respond "no" to this question. [?](#)

Exit Save Continue

UVMClick

ValidateCompare

Instructions and Policies

UVM Institutional Responsibilities

Entity Disclosure Information

Complete Disclosure Profile

Editing: DP00000461

Hello

Entity Disclosure Information

1. Do you have any financial interests or relationship and/or outside activities to disclose within the previous 12 months or the next 12 months? (?)

☒ Yes ☐ No [Clear](#)

2. Entity disclosures:

+ Add

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Last Modified
Update Sony Corporation of America	Yes	Yes	Self	Equity/Ownership	\$50,000.00	0	6/21/2024

ExitSaveContinue

UVMClick

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Instructions and Policies

UVM Institutional Responsibilities

Entity Disclosure Information

Complete Disclosure Profile

Editing: DP00000461

Hello

Complete Disclosure Profile

Click the Complete Disclosure Profile Update button to satisfy the following:
Discloser manually updated the disclosure profile

Complete Disclosure Profile Update

!!!WARNING!!! Please make sure to click on the "Complete Disclosure Profile Update" and/or "Submit Response" and/or "Review and Accept Plans" button(s) before clicking on "Finish".
Bypassing this step will result in your disclosure not being submitted for review and/or response not being sent, management plan not being accepted.

ExitSaveFinish

Execute "Complete Disclosure Profile Update" on DP00000461 — Mozilla Firefox

https://coi.connect.uvm.edu/COI/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[E6082819B3CA11E949843060]

Complete Disclosure Profile Update

By completing your disclosure profile update you are verifying that all disclosure information is accurate and current.

OKCancel

Automated Workflows - Behind the Scenes

After you update and submit your Disclosure Profile, there is generally nothing else for you to do, until the next annual certification. UVMClick will automatically send your updated Disclosure Profile data through an automated workflow process. This workflow will not be visible to the user.

(COI/COC) Conflict of Commitment Workflow

The Conflict of Commitment certification workflow review, which is not visible to users, results in these possible outcomes:

- No Review Required
- or
- Review Required
 - The final determination will be made by your College's reviewer and will be (1) Unrelated or (2) Management Plan required. If Management Plan is required, UVM's Director of Compliance Services and Chief Privacy Officer will contact you for next steps in development of a Management Plan.

Research - Financial Conflict of Interest in Sponsored Research Workflow

The Financial Conflict of Interest in Sponsored Research workflow review, which is not visible to users, results in these possible outcomes:

- No Review Required
- or
- Review Required
 - The final determination will be made by UVM's COI Administrator and will be (1) Unrelated or (2) Management Plan Required. If Management Plan is required, UVM's COI Administrator will contact you for next steps in development of a Management Plan.

If you previously made a disclosure of relationship with an external entity ...

Important information about previously disclosed relationships with an external entity...

1. UVM did NOT convert the full data from your Version 9 disclosure to Version 10
2. The only data you will see is (1) the name of the external entity and (2) the relationship to the discloser
3. You will be required to update your Disclosure Profile with up to date information about each of the disclosures.

No Action
Required

Disclosure profile last
completed:
2/4/2024

Disclosure Profile for [\[Name\]](#)

Instruction Center

Action Required

No actions need to be taken at this time

Reason

Discloser's disclosure profile is up-to-date and requires no action

[View Disclosure Profile](#)

Management Plan

Status

Not Accepted, Satisfied

Last Accepted Date

Plan Monitors

Victoria Jones

Disclosures		Training	History					
Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Last Modified	
View American Academy of [Name]	No	No	Self	Conversion Disclosure	\$0.00	0	6/8/2024	
View [Name] Systems, Inc.	No	No	Self	Conversion Disclosure	\$0.00	0	6/8/2024	