# **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**

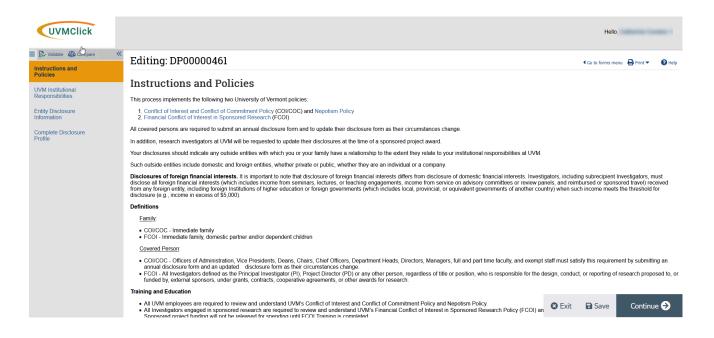
- Each user has a Disclosure Profile in UVMClick that the user will update
- Updates will be made annually or as the user's circumstances change
- In most cases, an email notification from UVMClick will prompt the user to update their Disclosure Profile to satisfy their annual certification requirements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

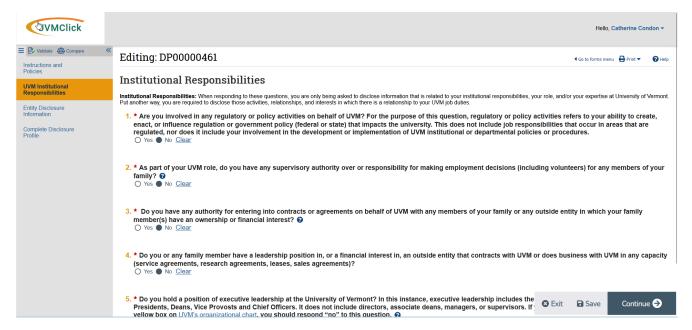


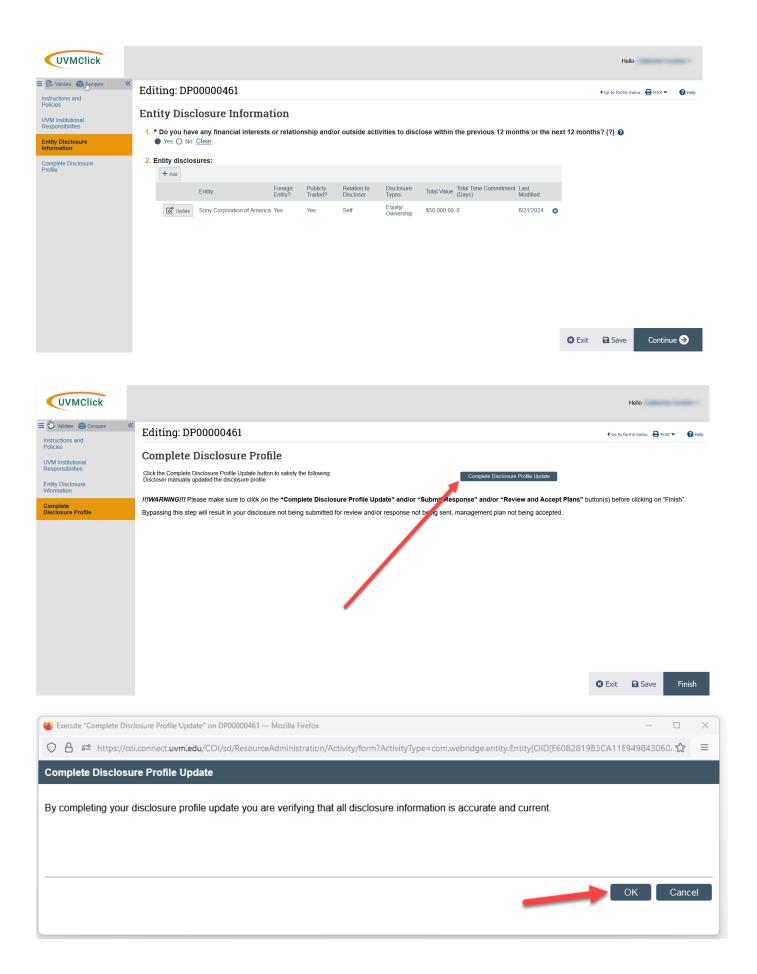
## **How to Update your Disclosure Profile**

- 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.









# **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
- 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 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.

