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Complete and Submit Your FCOI/COI/COC Certification

- last updated 12-07-22

After you login to UVMClick, click on "Dashboard" and you will be presented with your "My Inbox." You will see any DRAFT certifications that are not yet completed and submitted for review.

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Click on the Name to open the certification.

On the subsequent certification workspace, you will see:

- 1) Notes about completing the certification
- 2) A list of documents you may wish to collect to help you fill out the certification form

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From here you will complete the online pages.

Completing the Pages

- Red asterisks denote required fields. You will not be able to submit your certification if any of these questions are unanswered.
- Depending on your answers, you may have additional pages to complete. If this is the case, they will automatically appear in the left column navigation bar.
- Complete each page by answering the questions presented on each page and click Continue to move through to the next page.
- > The Continue button will save all changes and move you to the next sequential page.

Continue »

Tip - A certification may not contain any disclosures, or it can contain one to many disclosures. The certification is the "wrapper" around any reportable disclosures.

Institutional Responsibilities

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	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?			
	3. * Do you have any authority for entering into contracts or agreements with any members of your family? ○ Yos ● No Clear			
	4. * Do you or any family member have a position in or a financial interest in an outside UVM entity that enters into agreements with UVM or does business with UVM in any capacity (se leases, sales agreements)? O The © to Catal	ervice agreements, res	arch agree	mer
	5. * Do you hold a position of executive leadership at the University of Vermont? In this instance, executive leadership includes the President and Pervost as well as all Vice Presidents, It does not include directors, associate deams, managers, or supervisors. If your position is not listed in a blue or yellow box on UNIs organizational durit, you should respond 'no' to O Two \oplus Vice Class:	, Deans, Vice Provosts o this question. 🚱	and Chief (Offic
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Training and Education



What to Disclose

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University COI/COC Training and Education Information



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Validating Your Certification

If you are unsure whether you have completed all the mandatory fields, simply hit the "Validate" hyperlink at top left corner and a list of any missed mandatory fields will display. Make any needed corrections and click "Refresh" button until all the Error/Warning Messages disappear from the list. You are then ready to submit your certification.

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Submitting Your Certification

When ready to submit your certification disclosure, click the "Submit Disclosures" activity on the left side of your screen.

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Once submitted:

• If the submission has a significant financial interest and the discloser is involved in research <u>OR</u> the discloser has institution responsibilities, the submission will move from "Draft" to "In Review" and require administrative oversight. You can revisit the disclosure anytime to monitor its progress through the administrative review process.

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• If the discloser is not involved in research and the discloser does not have any institutional responsibilities the submission will move from "Draft" directly to the status of "Complete". No review required.

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