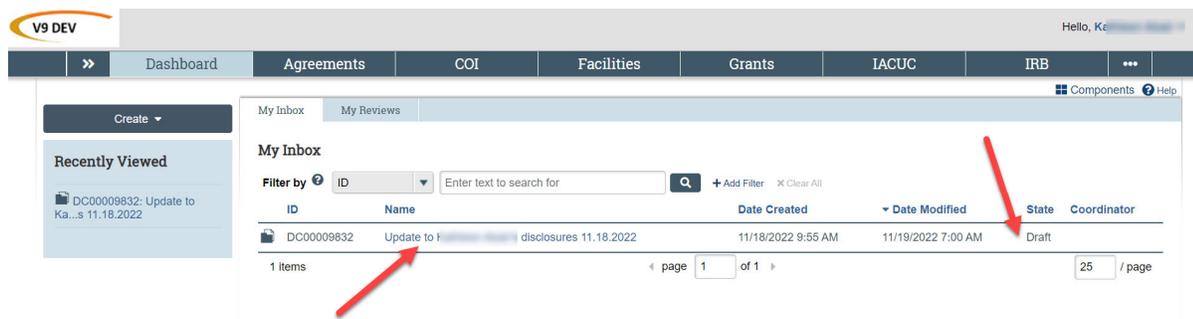


Complete and Submit Your FCOI/COI/COC Certification

- last updated 12-07-22

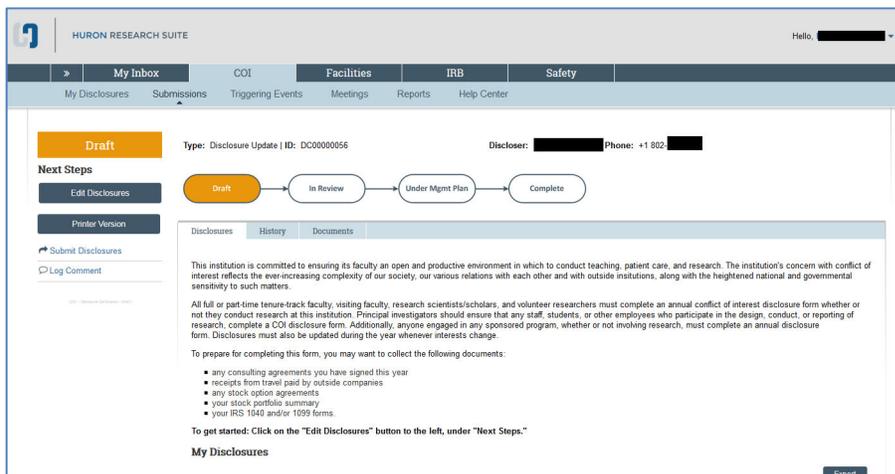
After you login to UVMClick, click on “Dashboard” and you will be presented with your “My Inbox.” You will see any DRAFT certifications that are not yet completed and submitted for review.



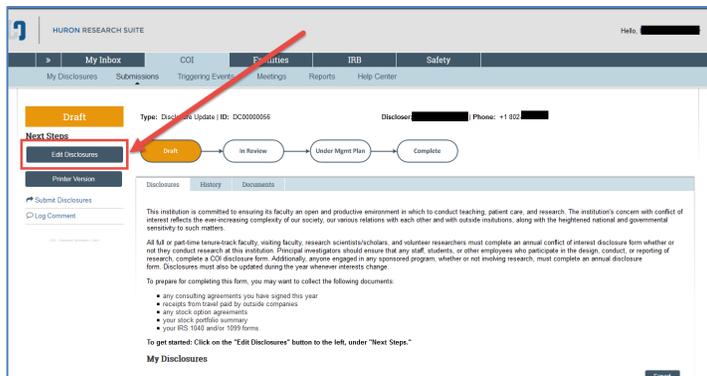
Click on the Name to open the certification.

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



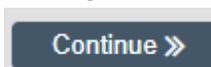
Click the Edit Disclosures button



From here you will complete the online pages.

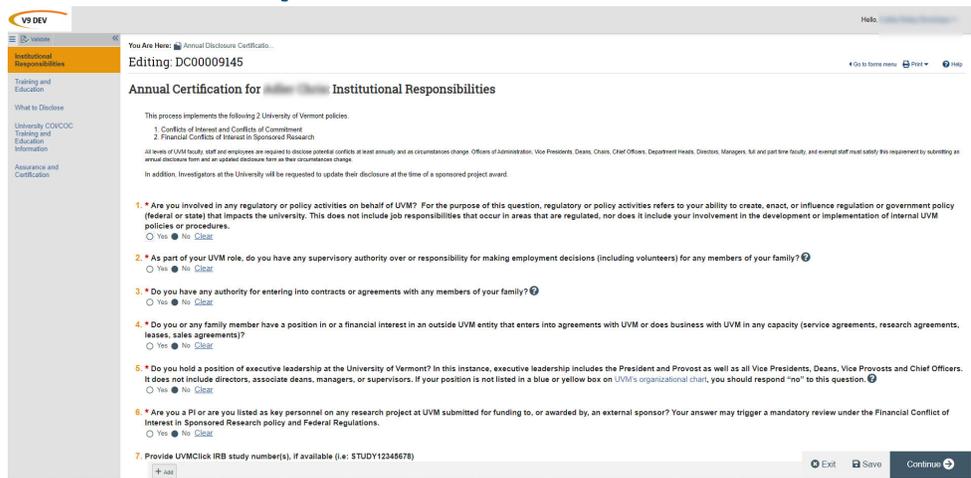
Completing the Pages

- 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.



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



Training and Education

V9 DEV Hello, [\[Name\]](#)

[Validate](#) <<

You Are Here: Annual Disclosure Certificatio...
Editing: DC00009145 [Go to forms menu](#) [Print](#) [Help](#)

Annual Certification for [\[Name\]](#) **Training and Education Information**

If your FCOI training has expired, you must complete the required FCOI training in UVM's CITI Program FCOI training site. You will not be able to complete your UVMClick-FCOI Certification until your CITI training is completed, i.e. you have passed the CITI quiz. It may take 24 hours for your training to be recognized in UVMClick-FCOI so that you can complete your certification.

[Click here to review the UVM FCOI Policy](#)

- * I certify that I have read and understood both the UVM FCOI Policy and the educational materials presented in the CITI Program FCOI training site.**
 Yes No [Clear](#)
- Date that you completed your FCOI training:**

[Click here to complete your CITI Program FCOI Training](#)

[Exit](#) [Save](#) [Continue](#)

What to Disclose

V9 DEV Hello, [\[Name\]](#)

[Validate](#) <<

You Are Here: Annual Disclosure Certificatio...
Editing: DC00009830 [Go to forms menu](#) [Print](#) [Help](#)

Annual Certification for [\[Name\]](#) **What to Disclose**

The following question relates to any outside entities with which you or your immediate family (spouse, children) have a relationship. Such outside entities include domestic and foreign entities, whether private or public, whether they are an individual or a company.

The relationship with an outside entity which you need to disclose includes:

- Equity
- Monetary income or compensation
- Intellectual property rights
- Sponsored travel
- In-kind resources (e.g. office/laboratory space, equipment, supplies, employees, students, and visiting scholars)
- Financial support through active or pending grants, awards, cooperative agreements or contracts that are not managed by UVM
- Professional affiliations (e.g. positions and scientific appointments)
- Institution- or government-funded "talent recruitment" programs that result in affiliations with institutions other than UVM
- "Gifts" where items or funds are received with conditions attached or deliverables expected in return that are not managed by UVM Foundation
- Other types of support

- * Do you have any relationship, as listed above, to disclose in relation to the previous 12 months or the next 12 months?**
 Yes No [Clear](#)

[Exit](#) [Save](#) [Continue](#)

University COI/COC Training and Education Information

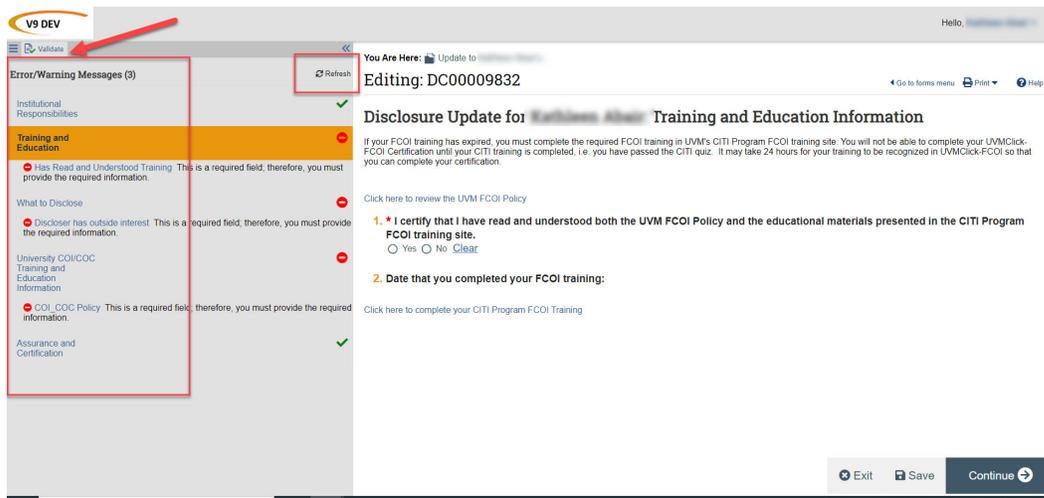
This screenshot shows the 'Annual Certification for Training and Education Information' form. The user is editing record DC00009830. The form includes a navigation menu on the left with options like 'Validate', 'Institutional Responsibilities', 'What to Disclose', 'University COI/COC Training and Education Information', and 'Assurance and Certification'. The main content area contains a heading, a sub-heading, and a list of instructions. A question asks the user to certify that they have read and understand the UVM Conflict of Interest and Conflict of Commitment Policy and the Nepotism Policy, with radio buttons for 'Yes' and 'No', and a 'Clear' option. At the bottom right, there are buttons for 'Exit', 'Save', and 'Continue'.

Assurances and Certification

This screenshot shows the 'Annual Certification for Assurance and Certification' form. The user is editing record DC00009830. The form includes a navigation menu on the left with options like 'Validate', 'Institutional Responsibilities', 'What to Disclose', 'University COI/COC Training and Education Information', and 'Assurance and Certification'. The main content area contains a heading, a sub-heading, and a list of instructions. Below the instructions, there are two tables: 'Disclosures under review' and 'Reviewed disclosures'. Both tables have columns for 'Organization', 'Disclosure Type(s)', and 'Total Value'. Below the tables, there is a 'Date submitted' field and a 'Before you finish' section with instructions on how to save and finalize the certification. At the bottom right, there are buttons for 'Exit', 'Save', and 'Finish'.

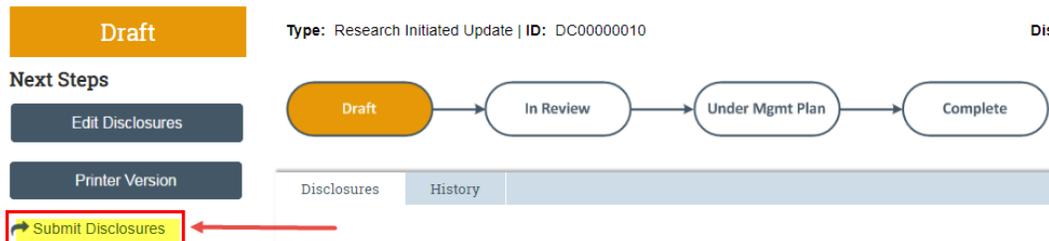
Validating Your Certification

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.



Submitting Your Certification

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



Once submitted:

- If the submission has a significant financial interest and the discloser is involved in research **OR** 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.

HURON RESEARCH SUITE Hello [REDACTED]

My Inbox | COI | Facilities | IRB | Safety

My Disclosures | Submissions | Triggering Events | Meetings | Reports | Help Center

Administrative Review

Next Steps

View Disclosures

Printer Version

Log Comment

Type: Disclosure Update | ID: DC00000056 **Discloser:** [REDACTED] | Phone: +1 802 [REDACTED]

Draft

In Review

Under Mgmt Plan

Complete

Summary | History | Documents

Your disclosures are currently under review. Please check your email account, listed in the system as Mercedes.Rincon@um.edu, for any communication regarding the status of review. If further action is required, you will be notified at the above listed email address and will have to log back into this system.

Last COI training date: 8/9/2016

Management plan:

Snapshot:

Date submitted: 1/30/2019

Review due date: 3/31/2019

Discloser has a significant financial interest: Yes

Discloser involved in research: Yes

Discloser has institutional responsibilities: No

Needs review: Yes

My Disclosures

Organization	Publicly Traded?	Relationships	Disclosure Types	Significant?	Total Value	Last Updated
Export						

- 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.

No Review Required

Next Steps

Printer Version

Type: Research Initiated Update | ID: DC00000010 **Disc**

Draft

In Review

Under Mgmt Plan

Complete

Summary | History | Private Review Information

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