Respond to a Management Plan Approval Request  - last updated 01-31-19

- If UVM’s Research Compliance Officer (and the FCOI Committee) determine that a Management Plan is required to manage your financial conflicts of interest, you will be notified.

- A DRAFT Management Plan will be developed and will be sent to you for your approval.

- You will receive an email notification indicating that your approval is requested.

- You must then review the DRAFT Management Plan and submit your response via UVMClick-FCOI system.

  The email message will include a link to the Certification

  ![Link: Annual Certification](image)

Click the link to open the Certification.

**NOTE:** If you no longer have the email, login to the UVMClick-FCOI system and it will appear in your “My Inbox.”

See the following User Guides for assistance on navigating to a Certification disclosure in “My Inbox”:

- How to Login
- My Inbox
- Navigation and Basic Tasks

Once you open the specific Certification, view the Summary tab. Click the Management Plan link to open and review the draft Management Plan.
Submit Your Response

After you have reviewed the draft Management Plan, locate and click the activity called **Submit Response Plan**.

In the subsequent pop-up, select **Accept** to accept the management plan.

If you have questions about the management plan, select **Request Further Clarification** and type your questions in the Notes box. The Certification will move back to the UVM’s Research Compliance Officer’s inbox for review.

Click **OK**.