Updating Your FCOI or your COI/COC Certification Disclosure - updated 02-17-21

- UVM Investigators are required to update their FCOI Certification whenever new significant financial interests arise (i.e. within 30 days of discovery or acquisition of a new SFI).
- UVM Faculty and Exempt Staff .5 FTE or greater who are not otherwise an investigator are required to update their COI/COC Certification annually between October 15th and October 31st or when new conflicts of interest or conflicts of commitment arise (i.e., within 30 days of a new arrangement that could potentially pose a conflict).
- This User Guide provides instructions for how to update a Disclosure within the FCOI and the COI/COC Certifications.

Login to UVMClick-FCOI.

From “My Inbox” click the button called “Update Disclosures.”

In the subsequent pop-up, indicate why you are updating your disclosures and click OK.

You will be placed back into the Certification workspace. Click the button “Edit Disclosures” to update the certification.

The answers from your previous certification will appear so you only need to update the information that has changed.