Updating Your FCOI or your COI/COC Certification Disclosure

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- 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, who are not otherwise an investigator, are required to update their COI/COC Certification annually, 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.