How to copy a Conflict of Interest (COI) Disclosure

This can be useful for Investigators with multiple SFIs who are required to disclose for more than one study.

1. Navigate to ARISE at https://arise.ualberta.ca/ Please have pop-up blockers disabled. Login to ARISE (red arrow) using your CCID and password (the same as for your @ualberta.ca account).

2. To copy an existing disclosure, navigate to the COI Home page using the left hand column, and clicking on ‘Applicant’ (blue arrow). From here, click on the COI tab (red arrow), which will display all the studies you have created.

3. Click on the name of the study (red arrow) you wish to copy. (Choose the study with the SFI disclosures most like the new study you are creating a disclosure for.)
4. Within the project's landing page, on the left hand column click "Copy Disclosure" (red arrow). Note: the copied study does not have to be in a 'No Conflict of Interest' state to be copied.
5. A window will pop up asking to input the title of the new project (orange arrow). Insert and click OK (red arrow).

6. You will see the newly copied disclosure (red arrow, will depend on your title from step 5). Enter the new copied disclosure, by clicking on the COI# of the study (red arrow) and edit the project information (see ‘How to create a new COI disclosure’ TipSheet) and tailor (edit/add) any financial interest to reflect the new study. Reminder: all disclosures must be submitted to be reviewed.