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

	Find a Person ONEcard Bear Tracks Maps Email & Apps aClass Libraries
ALBERTA	
	UAlberta Login
	CCID
	Password
	LOGIN
	Forgot your password?
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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.

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» Dashboard	Home							
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3. Click on the **<u>name of the study</u>** (red arrow) you wish to copy. (Choose the study with the SFI disclosures most like the new study you are creating a disclosure for.)

ALBERTA	ARISE Alberta Research Inf	ormation Services			Hello, Jay I
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	COI00001269_REN1	Longitudinal study of gut microbior	ne	1/17/2020 12:40 PM	In Review

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.

ALBERTA	ARISE Alberta Re	esearch Infor	mation Service	s		Hello, Jay Hu
» Dashboard	Home					
Current State	CO100001269					
No Conflict of Interest	Project Title:	Longitudinal stu	dy of gut microbiome			
	Discloser:	Jay Hunt		RES #:	RES0098989	
	Funding Sour	ce: National Institut	es of Health (NIH)	Approved Date:	Friday, January 17, 2020	
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Create Amendment	View Renew:	AA Opened		Hunt, Jay	1/17/2020 12:34 PM	
	NIH N	o Conflict of Interest		Reviewer, John	1/17/2020 12:27 PM	
		ubmit Disclosure	your submission, you have no	Hunt, Jay	1/17/2020 12:24 PM	

5. A window will pop up asking to input the title of the new project (orange arrow). Insert and click OK (red arrow).

» Dashboard	Home	
Irrent State No Conflict of Interest View Disclosure	CO100001: Execute "Copy Disclosure" on CO100001269 Project Til arise-test.ualberta.ca/ARISE_TEST/sd/ResourceAdministration/Activity/form?ActivityType=com.webr Discloser: Copy Disclosure	ri
Printer Version View Differences tivities Po Enail NIH Designated Official Copy Disclosure	Funding S Copy Disclosure This process may take up to 3 minutes. To determine when the process has completed, you may need to refresh your browser. Usew Re This project Title: Coc View Re Nim Thanks f Doc	2020

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.

» Dashboard	Home		
rrent State	CO100001269		
No Conflict of Interest	Project Title: Longitudinal study of gut microbiome		
View Disclosure	Discloser: Jay Hunt Funding Source: National Institutes of Health (NIH)	RES #: Approved Date:	RES0098989 Friday, January 17, 2020
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	PAA Opened View Renewal: CO100001269_REN2	Hunt, Jay	1/24/2020 9:51 AM
	PAA COI00001269_REN1 completed.	Reviewer, John	1/24/2020 9:49 AM
	PAA Opened	Hunt, Jay	1/17/2020 12:34 PM
	View Renewal: COI00001269_REN1	Paviawar John	1/17/2020 12:27 DM