**Annual Renewals for Financial Conflict of Interest (COI) Disclosures**

1. Navigate to ARISE at [https://arise.ualberta.ca/](https://arise.ualberta.ca/) Please have pop-up blockers disabled.

2. Login to ARISE (red arrow) using your CCID and password (the same as for your @ualberta.ca account).

3. Once in your personal ARISE page, you will see a COI (Conflict of Interest) tab (red arrow), click here. This is where you can see previously disclosed projects and renew any significant financial interests (SFIs). If you don’t see a COI tab, please contact nih@ualberta.ca
4. Clicking on the COI tab brings you to your Conflict of Interest home page. You should see any previously disclosed projects in the COI section. Click to select the project you wish to renew (red arrow) from the COI Section (top listing). You can also identify projects that require a disclosure by the state of “Disclosure Pending”. Do not the Amendments or Renewals sections below (they will not contain the ‘Create Renewal’ link needed in the following steps).

5. This opens the project page. Click on the “Create Renewal” button (red arrow) in the left column to start your renewal.
6. This opens your disclosure. The first page is the ‘Acknowledgement of NIH FCOI Training Obligations’. This page serves to confirm your training is kept up to date, with available links to training and policies if needed. Confirm your awareness of your responsibilities when holding or participating in NIH funded research by clicking the checkboxes (red arrow) and then click ‘Continue’ (blue arrow).
7. Project Information: Edit any investigator or project information that has changed since the previous disclosure. Often the Project end date needs to be updated (blue arrow). If no information has changed, or all edits are completed, click ‘Continue’ (red arrow).
8. Edit any financial information, and assure any significant financial interest (SFI) statements are reflective of your situation for the previous year (blue arrow). Click ‘Continue’ to proceed (red arrow).

9. If applicable, edit any financial information for either your partner or dependents, and assure any statements are reflective of their situation(s) for the previous year (blue arrow). Names are only required if the individual answers ‘yes’ to any of the SFI statements. Click ‘Continue’ to proceed (red arrow).
10. Non-Travel SFIs: If you indicated holding a non-travel related SFI on any disclosure page (either for yourself, your spouse/partner or any dependents), you will be required to edit/disclose the details. Click on the 'Add' button (red arrow) to add a new financial interest that appeared in the previous year. This will bring up a new pop-up window. (see step 11). To edit a previously disclosed SFI, click on the name of the entity (blue arrow). This will also bring up a new pop-up window (see step 11). If you do not need to edit any of the information, click ‘Continue’ and skip to step 12. If you did not have any SFIs, you will not see these pages and can skip to step 15.

11. Pop-up non-travel SFI entries: For previously entered SFIs, update any information that has changed in the previous year (blue arrow). Once updated, click OK (red arrow). For new entries, complete the required fields, and click OK (red arrow). After you have entered all applicable SFIs, or if you have no SFIs to disclose, click ‘Continue’ (green arrow) on the Non-Travel SFI page (same as step 10).
12. **Travel SFIs:** If you indicated holding a travel related SFI on any disclosure page (either for yourself, your spouse/partner or any dependents), you will be required to edit/disclose the details. Click on the 'Add' button (red arrow) to add a new financial interest that appeared in the previous year. This will bring up a new pop-up window. (see step 13). To edit a previously disclosed SFI, click on the name of the entity (blue arrow). This will also bring up a new pop-up window (see step 13). If you do not need to edit any of the information, click 'Continue' and skip to step 14.

13. **Pop-up travel SFI entries:** For previously entered SFIs, update any information that has changed in the previous year (blue arrow). Once updated, click OK (red arrow). For new entries, complete the required fields, and click OK (red arrow). After you have entered all applicable SFIs, or if you have no SFIs to disclose, click ‘Continue’ (green arrow) on the Travel SFI page (same table as step 12).
14. The SFI Commentary page asks you questions relating to the SFIs you have listed. This provides context and information on which to evaluate your SFIs in relation to the specific proposed funding project. As stressed in the training, a SFI that is related to your proposed funding will result in a tailored, practical plan to manage the financial interest while allowing research to proceed, created by both the individual and the Designated Official. If you did not have any SFIs to disclose, you will not see this page. Click ‘Continue’ (red arrow) when complete.

15. Consent: According to Alberta’s Freedom of Information and protection of Privacy (FOIP) Act, Investigators must consent for the collection and disclosure of personal information. Indicate your agreement with the statements by clicking on the check boxes (red arrows). Then click ‘Continue’. These consents must be collected for every disclosure.
16. Revocation of Consent: Investigators can revoke consent at any point and are required to acknowledge this responsibility by clicking on the check boxes (red arrows). Then click ‘Continue’.

17. Pre-submission page: Once you complete the renewal entry, you arrive at the renewal page. Here you can see the project title, the RES number, the funding source and other information. You can also see in the left column that the disclosure for this project is in ‘Pre-submission’ (orange). In order to submit this disclosure to the NIH Designated Official, click ‘Submit’ (red arrow). Also note the blue arrow, where you may communicate with the Designated Official through the ARISE system, if you choose.
18. Submission Pop-up: A pop-up window that appears that provides the option to include any details that you may feel necessary and then click ‘OK’ (red arrow) to submit.

19. Submitted Renewal disclosures: The disclosure is submitted because you can see ‘In Review’ in orange on the left and the history log tab displays ‘Submit Disclosure’ as an activity that has occurred, including a date, time and author. If you need to communicate further with the NIH Designated Official, you can click on the ‘Email NIH Designated Official’ in the left column.
End of Instructions