How to navigate ARISE to complete a Conflict of Interest (COI) Disclosure

- 1. Navigate to ARISE (Alberta Research Information Services, previously REMO) at <u>https://arise.ualberta.ca/</u> 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). Don't have a CCID/@ualberta.ca account? Contact the Designated Official at nih@ualberta.ca

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3. Logging in will bring you to your default ARISE inbox. Be sure you are in the 'Applicant' role (red arrow). This will cause 'Applicant' to appear in orange in the top left and for your COI inbox to display. The COI tab (green arrow) will house a list of your COI disclosures. Click on the COI Tab.

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4. This will bring you to all your COI disclosures. Each project requires it's own disclosure. There will be three tables: COI (red arrow), Amendments (blue arrow) and Renewals (green arrow). Depending on your project and the stage of your disclosure, it will be housed in one of these tables. To enter a new disclosure for a project, click on the New FCOI Disclosure button (purple arrow). The enter a previously disclosed project, click on the projects title (grey arrow).

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5. Once you enter a study page, you will see the project information along the top of the page. You can see the state of the disclosure in the top left (red arrow) and view your disclosure on the top left (green arrow). You can contact staff using the 'Email NIH Designated Official' link (blue arrow), this is the best way to communicate within the system. The grey arrow indicates how to create an amendment (if your financial interests have changed) or create a renewal (annual renewals). The purple arrow indicates the area devoted to the historical activities for this disclosure.

» Dashboard	Home				
urrent State	COI00001269				
No Conflict or Interest	Project Title:	Longitudinal study of gut microbiome	DEC #-	PESODO8080	
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	Thanks for your	disclosure. Based on your submission, you have no	financial conflicts of interest, at this	s time.	