How to create a new Conflict of Interest (COI) Disclosure

1. Navigate to Research Ethics and Management Online (REMO) at https://remo.ualberta.ca/

2. Login to REMO (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

3. Once in your personal REMO page, you should be in the Applicant role. You will see a COI (Conflict of Interest) tab (red arrow). This is where you can see previously disclosed projects and renew any significant financial interests (SFIs). To disclose for a new project you will need to create a new disclosure by clicking on the New FCOI Disclosure (blue arrow). If you don’t see a COI tab, please contact nih@ualberta.ca so the Designated Official can register your training in REMO.

4. Clicking on the New FCOI Disclosure button brings you to the first page of your Financial Conflict of Interest Disclosure called the ‘Investigator & Project Information’ page. Please complete the required fields, and include any other details. Click ‘Continue’ on the bottom

Problems? Visit the Quality Management in Clinical Research (QMCR) website for additional help tools or call the NIH Designated Official at 780-289-4890
5. Personal Declaration: Declare any potential conflicts of interest that match the descriptions outlined on this page. Please note that if you indicated that you have a spouse/partner or any dependents, you will be required to complete these statements on their behalf on subsequent pages. Once completed, please click ‘Continue’.
6. Partners Declaration: If you indicated that you have a spouse/partner, you will be required to disclose on their behalf. You will only be required to submit their name if they hold a Significant Financial Interest (SFI)/agree to any of the statements listed. It is not mandatory to include partners names if they do not hold an SFI. Once completed, please click ‘Continue’.

Note: A similar page will appear if you indicated you have any dependents. Complete this page as above.

7. Non Travel SFIs: If you indicated holding a non-travel related financial interest on any disclosure page (either for yourself, your spouse/partner or any dependents), you will be required to disclose the details. Click on the ‘Add’ button to add a financial interest. This will bring up a new pop-up window (have pop-up blockers disabled). If you, your partner and your dependents do not hold any SFIs, you will not see these pages and can proceed to Step 14 in this guide.

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8. Pop-up Non travel SFI entries: Complete the required information relating to the financial interest. When finished, click ‘OK’ if you only need to add one entry, or ‘OK and Add Another’ to bring up another window. Please note that financial interests related to travel should be disclosed on a later page.

9. Non Travel financial interests appear as a list once entered. You can edit by clicking on the name of the entity, highlighted in blue. You can delete the entry on the far right of the table. After entering all non travel SFIs, click ‘Continue’ to proceed.
10. **Travel SFIs:** If you indicated holding a travel related financial interest on any disclosure page (either for yourself, your spouse/partner or any dependents), you will be required to disclose the details. Click on the ‘Add’ button to add a financial interest. This will bring up a new pop-up window.

11. **Pop-up travel SFI entries:** Complete the required information relating to the financial interest. Trip start and end dates should be entered using the calendar on the right side of the field. Navigate and select the date within the calendar. When finished, click ‘OK’ if you only need to add one entry, or ‘OK and Add Another’ to bring up another window.

12. **Similar to the non travel entries,** Travel financial interests appear as a list once entered. You can edit by clicking on the name of the entity, highlighted in blue. You can delete the
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15. Pre-submission page: Once you complete the disclosure, you arrive on the newly created page for your project. 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, for multiple disclosures. You can copy a disclosure and then edit the project information to keep multiple SFIs on different project disclosures.

16. 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’ to submit.

17. Submitted 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.

18. The new disclosure is created and submitted.

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