Amendment process for Financial Conflict of Interest (COI) Disclosures

Amendments are required when the status of your significant financial interest(s) have changed. NIH FCOI Regulations agreed upon accepting funding state that amendments must be initiated by the Investigator within 30 days of the change. **Annually updating a COI disclosure is done through a renewal, not an amendment.**

1. Navigate to ARISE (Alberta Research Information Services, previously REMO) 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). Don’t have a CCID/@ualberta.ca account? Contact the Designated Official at nih@ualberta.ca

3. Once in your personal ARISE page, you will see a COI (Conflict of Interest) tab (red arrow), click here. If you don’t see a COI tab, please contact nih@ualberta.ca so the Designated Official can register your training in REMO. Please be sure you are in the ‘Applicant’ role (blue arrow). Click on the COI tab (red arrow).

Problems? Visit the [Quality Management in Clinical Research (QMCR) website](https://qmcr.ualberta.ca) for additional help tools or contact the NIH Designated Official (780-289-4890, 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 amend (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 will open the project’s page with any previous actions. To initiate an amendment, click on the ‘Create Amendment’ button (red arrow).

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6. A confirmation page, confirming your need to create an amendment appears. Read and click ‘Continue’ (red arrow).

7. Project Information: Edit any investigator or project information that has changed since the previous disclosure. If no information has changed, or when all edits are completed, click ‘Continue’ (red arrow).

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8. Edit any financial information, and assure any significant financial interest (SFI) statements are reflective of your situation for the previous year. 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. Names are only required if the individual answers ‘yes’ to any of the SFI statements. Click ‘Continue’ to proceed (red arrow).

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12. 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. Click ‘Continue’ (red arrow).

13. 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. These consents must be collected for every disclosure. Then click ‘Continue’ (red arrow).

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14. Revocation of Consent: Investigators can revoke consent at any point and are required to acknowledge this responsibility by clicking on the check. These consents must be collected for every disclosure. Then click ‘Continue’ (red arrow).

15. Pre-submission page: Once you complete the amendment entry, you arrive at the amendment 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 can communicate with the Designated Official through the ARISE system.

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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 (red arrow).

17. Submitted Disclosure Amendment: The disclosure is submitted because you can see 'In Review' in orange on the left and the history log tab displays 'Submit Disclosure' (red arrow) 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 (blue arrow).

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