Submission Difficulties for Financial Conflict of Interest (COI) Disclosures

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 be in the Applicant role and we in your Inbox (red arrow), click here. This is where you can see pre-submission (green arrow) disclosed projects. Click on the project title (blue arrow).

Problems? Visit the Quality Management in Clinical Research (QMCR) website for additional help tools or contact the NIH Designated Official (780-289-4890, nih@ualberta.ca)
4. You can see the project is in the state of Pre-Submission (blue arrow). Click on the Submit button (red arrow) to submit.

5. 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.
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.

6.  Submitted Renewal disclosures:

End of Instructions