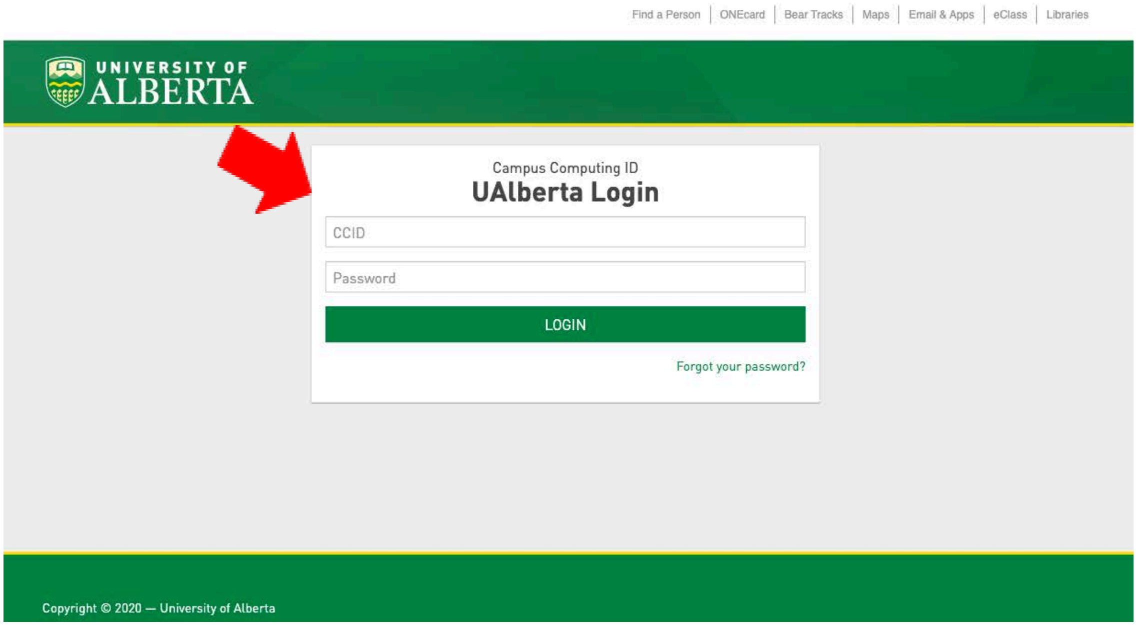
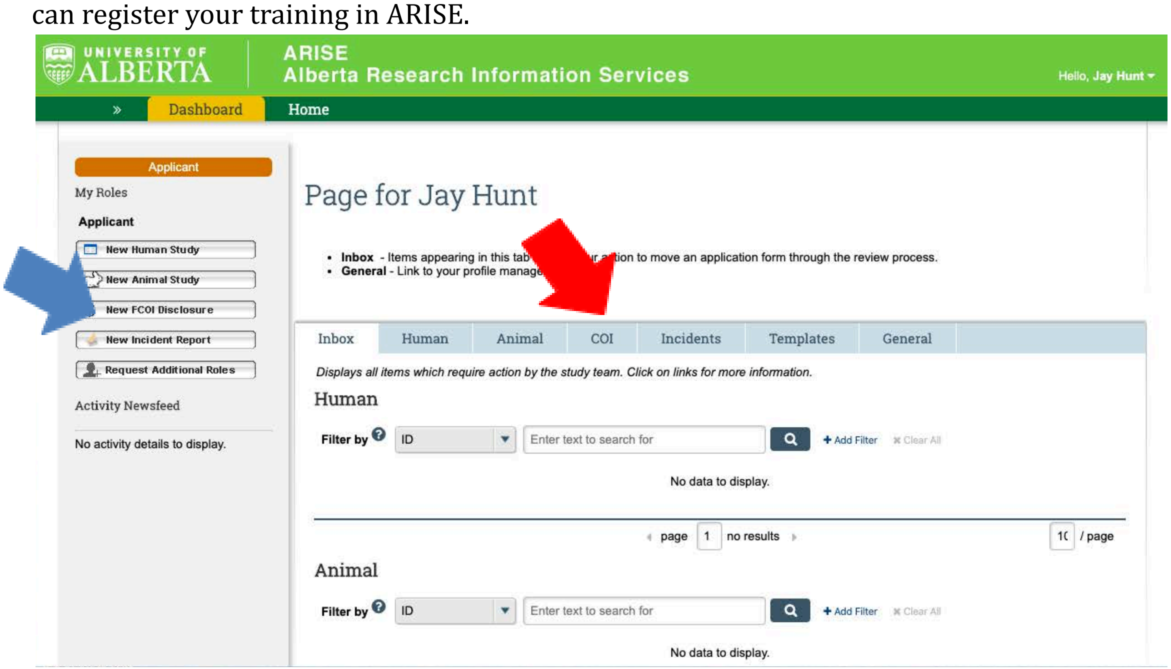
How to create a new Conflict of Interest (COI) Disclosure – CCI Oncology specific

1. Navigate to ARISE at 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. If you have never used the study, you must first provide your certificate of training to nih@ualberta.ca for your FCOI account to be enabled.



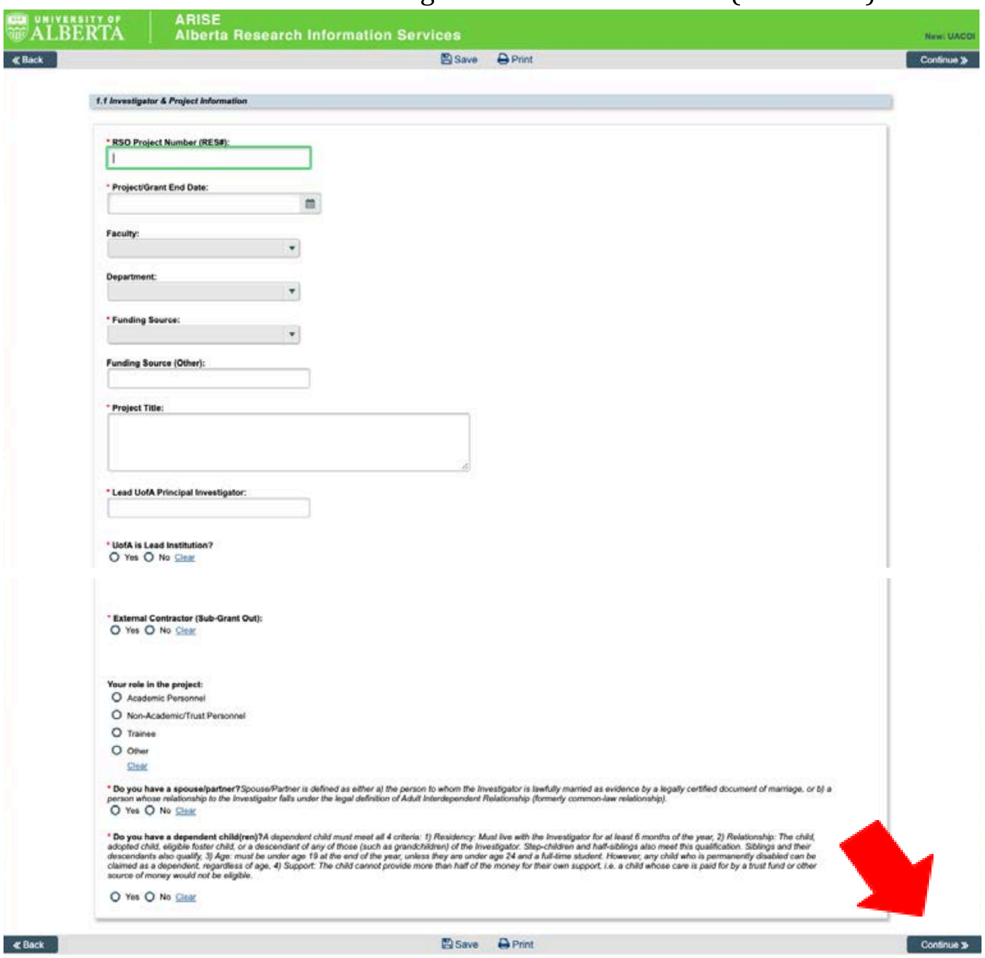
4. Once you have provided your certificate of training to nih@ualberta.ca and your FCOI access has been enabled, click on the 'New FCOI Disclosure' button (blue arrow). If you don't see a COI tab (red arrow), please contact nih@ualberta.ca so the Designated Official can register your training in ARISE.



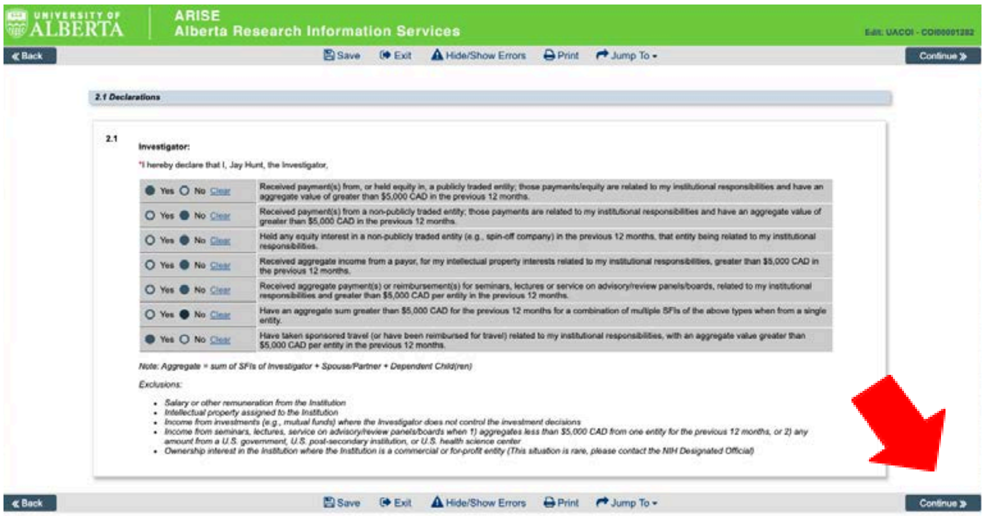
5. This brings you to the first page of your Financial Conflict of Interest Disclosure called the 'Investigator & Project Information' page. Please complete the required fields, and include any other details. For Cross Cancer Institute Investigators, please indicate the following responses:

RES: Oncology, or RES0025292 (COG)
Project/Grant End Date: LEAVE BLANK
Funding Source: NIH
Project Title: NRG Oncology or COG
Lead UofA PI: Susan Chafe (NRG Oncology) or Sarah McKillop (COG)
UofA is Lead Institution: Yes
External Contractor: No

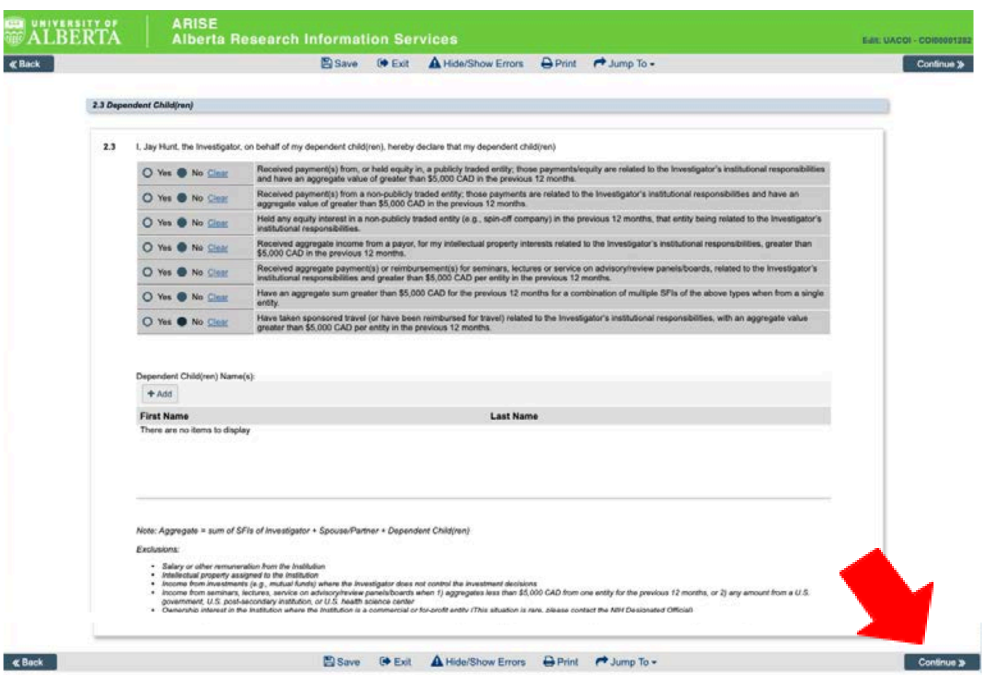
Click 'Continue' on the bottom right to save and continue (red arrow).



6. 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’ (red arrow).



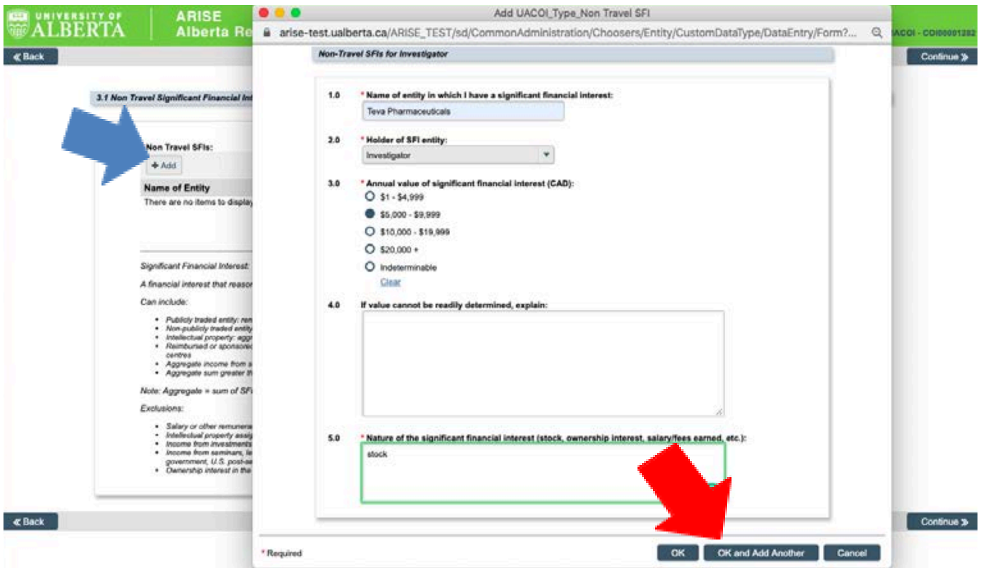
7. Partners/Dependents Declaration: If you indicated that you have a spouse/dependents, you will be required to disclose on their behalf. You will only be required to submit their name if they hold a Significant Financial Interest (SFI)/agree to any of the statements listed. Once completed, please click ‘Continue’ (red arrow).



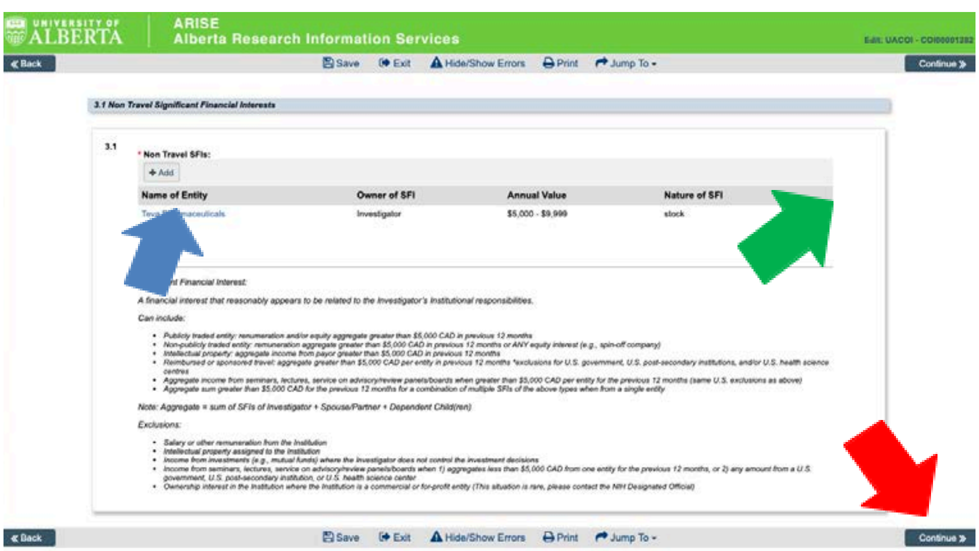
Note: A similar page will appear if you indicated you have any dependents. Complete this page as above.

8. 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

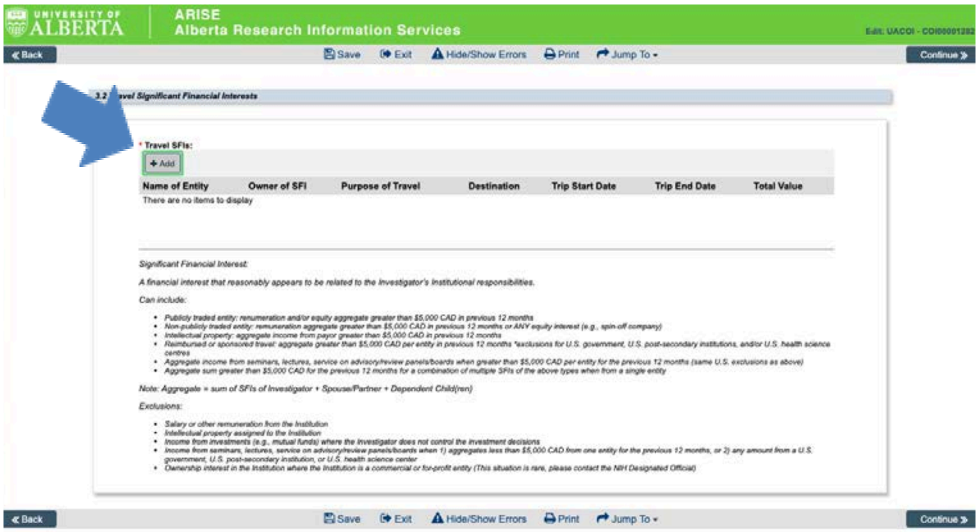
required to disclose the details. Click on the 'Add' button (blue arrow) to add a financial interest. This will bring up a new pop-up window (have pop-up blockers disabled). Complete the required information relating to the financial interest. For item #5, please include as detailed a description of the SFI as possible, as this will help to provide context for the Designated Official and speed up the FCOI evaluation process. When finished, click 'OK' if you only need to add one entry, or 'OK and Add Another' to bring up another window to enter another SFI (red arrow). Please note that financial interests related to travel should be disclosed on a later page. **If you, your partner and your dependents do not hold any SFIs, you will not see these pages and can proceed to Step 15 in this guide.**



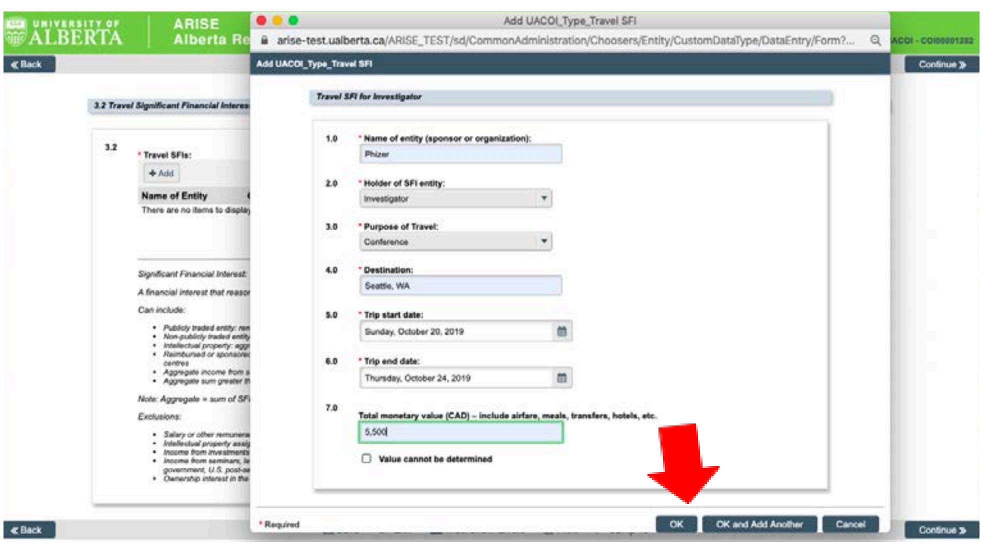
9. Non Travel financial interests appear as a list once entered. You can edit by clicking on the name of the entity, highlighted in blue (blue arrow). You can delete the entry on the far right of the table (green arrow). After entering all non travel SFIs, click 'Continue' to proceed (red arrow).



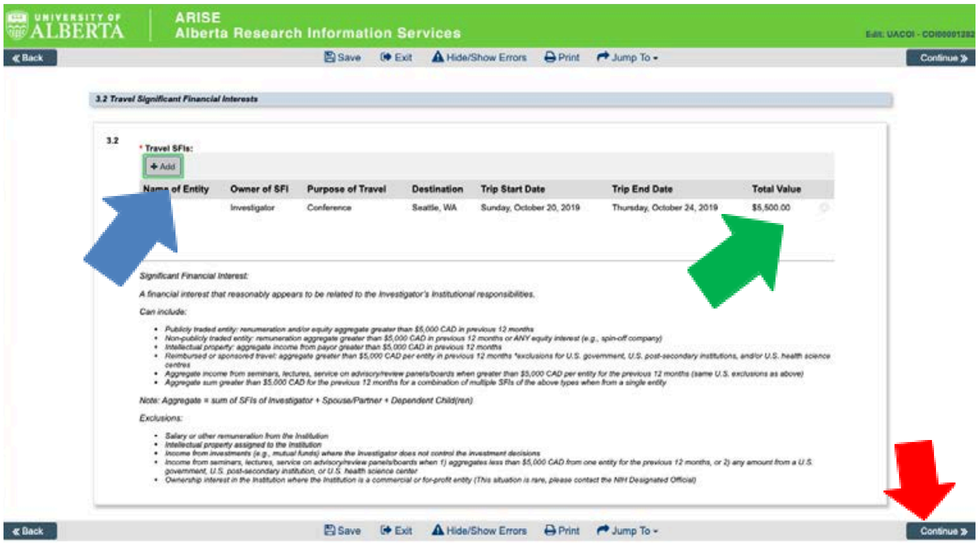
10. Travel SFIs: If you indicated holding a travel related financial interest on any disclosure page (either for yourself, your spouse/partner or any dependents), you will be required to disclose the details. Click on the 'Add' button to add a financial interest (blue arrow). This will bring up a new pop-up window.



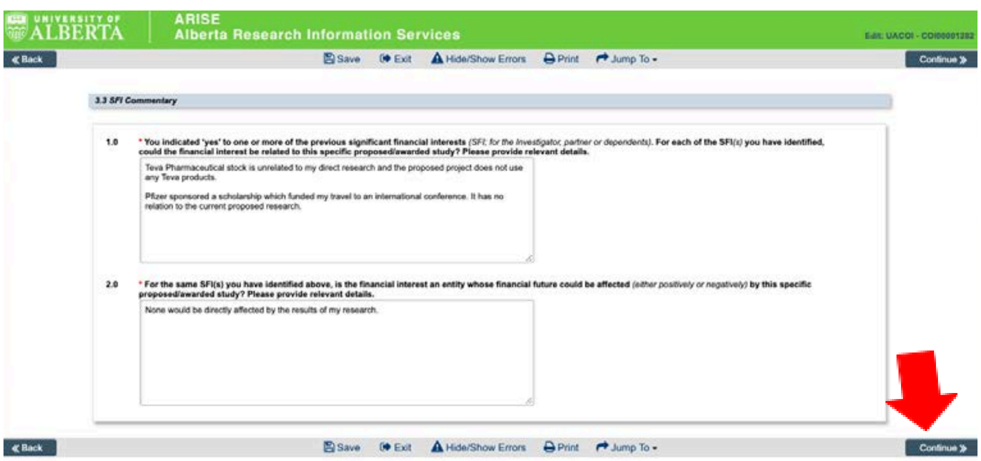
11. Pop-up travel SFI entries: Complete the required information relating to the financial interest. Trip start and end dates should be entered using the calendar on the right side of the field. Navigate and select the date within the calendar. When finished, click 'OK' if you only need to add one entry,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



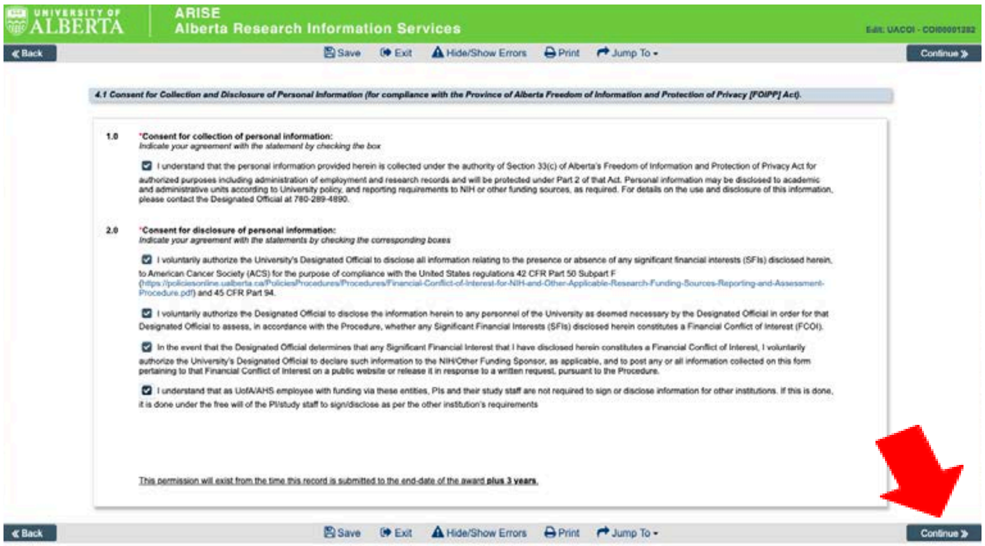
12. Similar to the non travel entries, Travel financial interests appear as a list once entered. You can edit by clicking on the name of the entity, highlighted in blue (blue arrow). You can delete the entry on the far right of the table (green arrow). When finished entering your travel SFIs, click 'Continue' to proceed (red arrow).



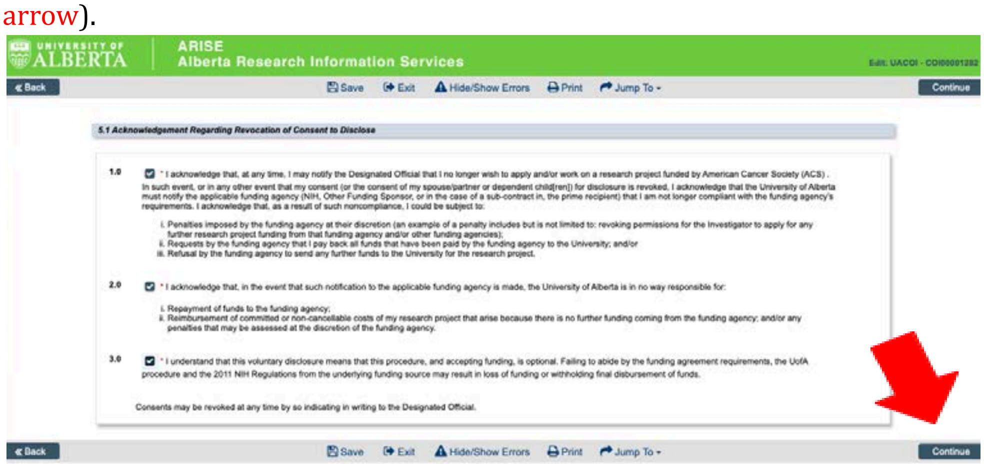
13. The SFI Commentary page asks you questions relating to the SFIs you have listed. This provides context and information on which to evaluate your SFIs in relation to the specific proposed funding project. As stressed in the training, a SFI that is related to your proposed funding will result in a tailored, practical plan to manage the financial interest while allowing research to proceed, created by both the individual and the Designated Official. Complete and then click 'Continue' (red arrow).



14. 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. Then click 'Continue' (red arrow).

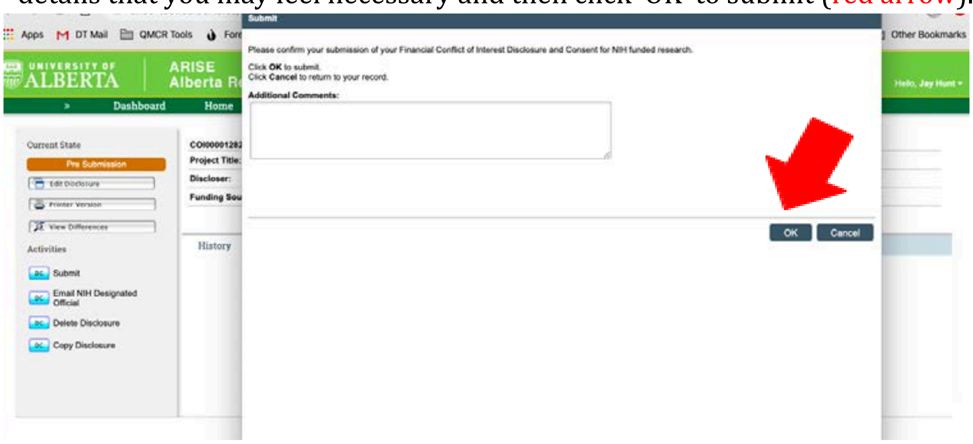


15. Revocation of Consent: Investigators can revoke consent at any point and are required to acknowledge this responsibility by clicking on the check boxes. Then click 'Continue' (red arrow).

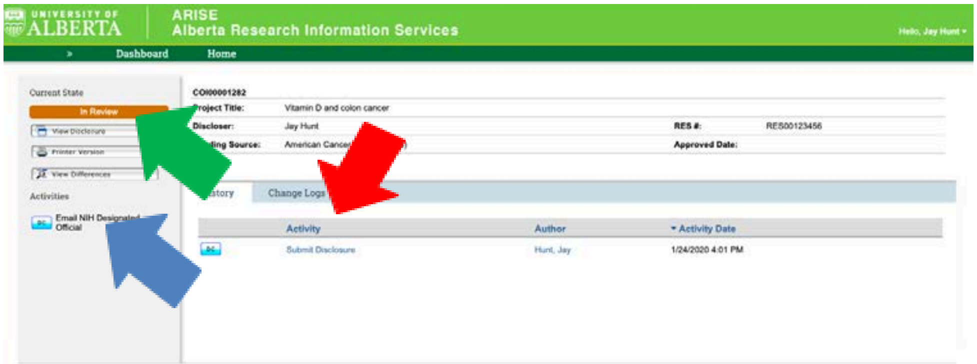


16. Pre-submission page: Once you complete the disclosure, you arrive on the newly created page for your project. Here you can see the project title, the RES number, the funding source and other information. You can also see in the left column that the disclosure for this project is in 'Pre-submission'(orange). **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 (see the "How to copy a COI" Tipsheet).

17. 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).



18. Submitted disclosures: The disclosure is submitted because you can see 'In Review' in orange on the left (green arrow) 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).



The new disclosure is created and submitted.