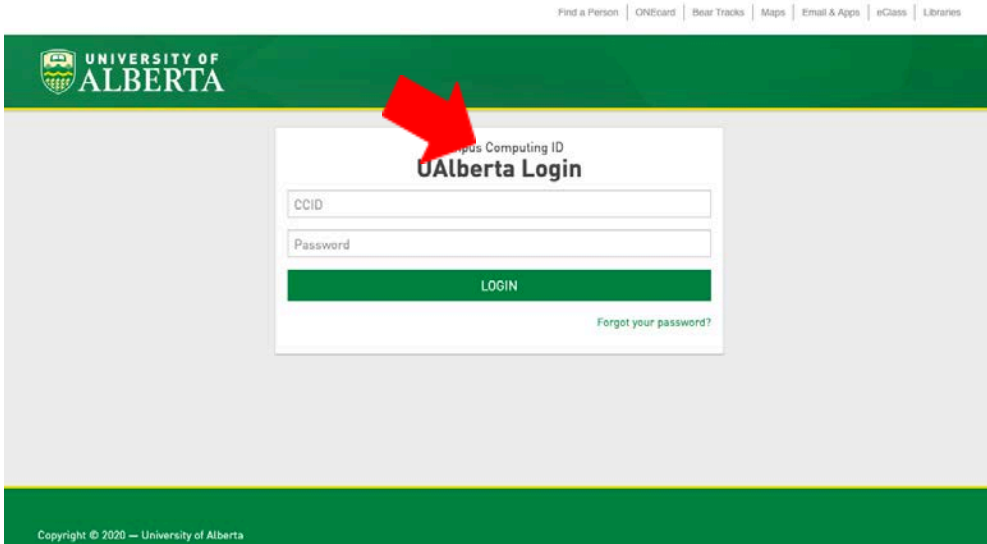


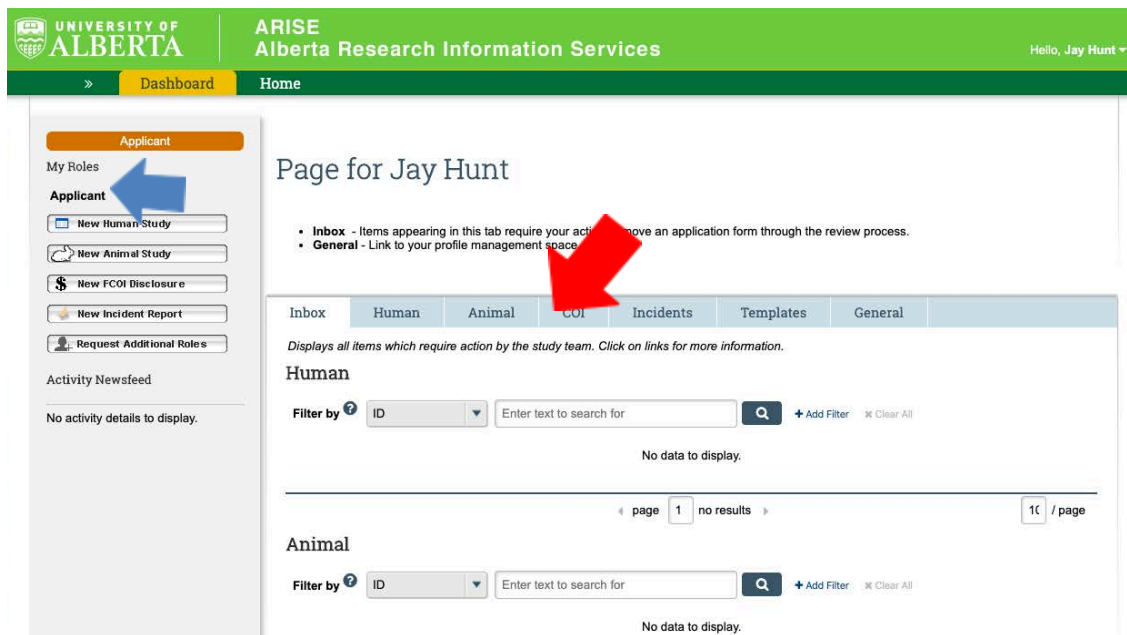
How to copy a Conflict of Interest (COI) Disclosure

This can be useful for Investigators with multiple SFIs who are required to disclose for more than one study.

1. Navigate to ARISE at <https://arise.ualberta.ca/> Please have pop-up blockers disabled. Login to ARISE (red arrow) using your CCID and password (the same as for your @ualberta.ca account).



2. To copy an existing disclosure, navigate to the COI Home page using the left hand column, and clicking on 'Applicant' (blue arrow). From here, click on the COI tab (red arrow), which will display all the studies you have created.



3. Click on the name of the study (red arrow) you wish to copy. (Choose the study with the SFI disclosures most like the new study you are creating a disclosure for.)

UNIVERSITY OF ALBERTA | ARISE Alberta Research Information Services | Hello, Jay Hunt

Dashboard Home

Applicant

My Roles

Applicant

- New Human Study
- New Animal Study
- New PCOI Disclosure
- New Incident Report
- Request Additional Roles

Activity Newsfeed

No activity details to display.

Page for Jay Hunt

- Inbox** - Items appearing in this tab require your action to move an application form through the review process.
- General** - Link to your profile management space.

Inbox Human Animal COI Incidents Templates General

Displays all your Conflict of Interest submissions.

COI

Filter by ID Enter text to search for Add Filter Clear All

ID	Name	Date Modified	State	RES#
COI0001269	Longitudinal study of gut microb	1/17/2020 12:27 PM	No Conflict of Interest	RES0098989

1 items page 1 of 1 1C / page

Amendments

Filter by ID Enter text to search for Add Filter Clear All

No data to display.

page 1 no results 1C / page

Renewals

ID	Name	Date Modified	State	RES#
COI0001269_REN1	Longitudinal study of gut microbiome	1/17/2020 12:40 PM	In Review	

1 items page 1 of 1 1C / page

4. Within the project's landing page, on the left hand column click "Copy Disclosure" (red arrow). Note: the copied study does not have to be in a 'No Conflict of Interest' state to be copied.

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Dashboard Home

Current State

No Conflict of Interest

- View Disclosure
- Printer Version
- View Differences

Activities

- Email NIH Designated Official
- Copy Disclosure
- Create Amendment
- Create Renewal

COI0001269

Project Title: Longitudinal study of gut microbiome

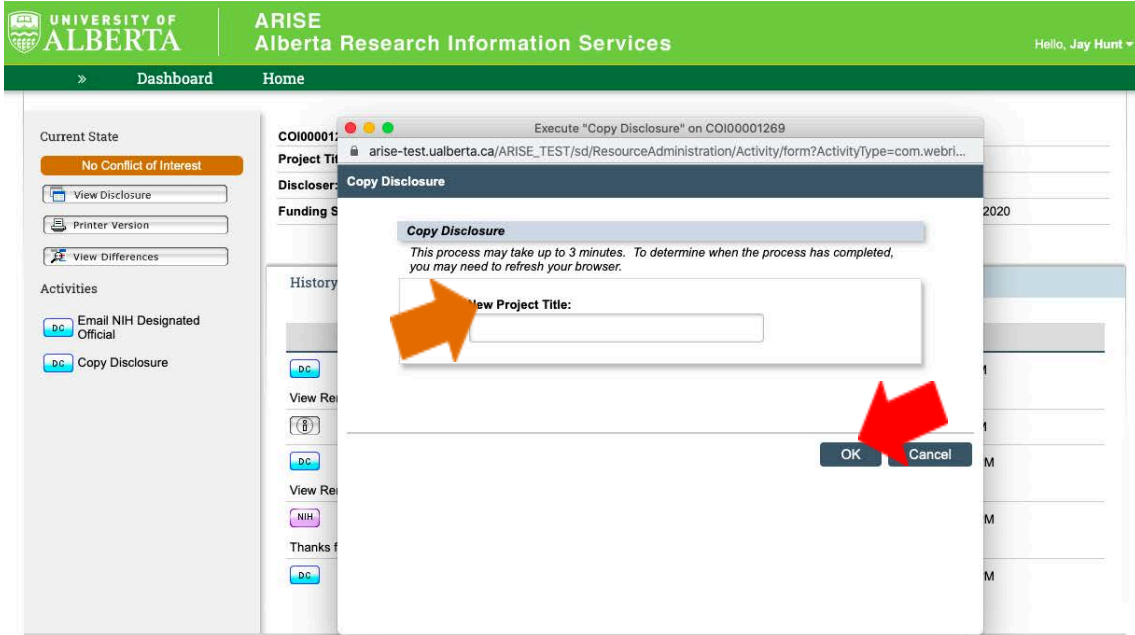
Discloser: Jay Hunt **RES #:** RES0098989

Funding Source: National Institutes of Health (NIH) **Approved Date:** Friday, January 17, 2020

History Snapshots Change Logs

Activity	Author	Activity Date
PAA COI0001269_REN1 completed.	Reviewer, John	1/24/2020 9:49 AM
PAA Opened	Hunt, Jay	1/17/2020 12:34 PM
View Renewal: COI0001269_REN1		
No Conflict of Interest	Reviewer, John	1/17/2020 12:27 PM
Thanks for your disclosure. Based on your submission, you have no financial conflicts of interest, at this time.		
Submit Disclosure	Hunt, Jay	1/17/2020 12:24 PM

- A window will pop up asking to input the title of the new project (orange arrow). Insert and click OK (red arrow).



- You will see the newly copied disclosure (red arrow, will depend on your title from step 5). Enter the new copied disclosure, by clicking on the COI# of the study (red arrow) and edit the project information (see 'How to create a new COI disclosure' TipSheet) and tailor (edit/add) any financial interest to reflect the new study. Reminder: all disclosures must be submitted to be reviewed.

