RF/SUNY PACS SYSTEM
USER GUIDANCE

INVESTIGATOR
CONFLICTS OF INTEREST (COI MODULE)
DISCLOSURE AND CERTIFICATION

September 2018
# Table of Contents

COI Contacts.................................................................................................................................................. 2  
PACS Login with NetID - University at Albany Investigators................................................................. 3  
  How do I log in? ........................................................................................................................................ 3  
Requesting a PACS Account - University at Albany Investigators................................................................. 4  
  How do I create a request? ....................................................................................................................... 4  
PACS Login – External Investigators (those without NetID) ................................................................... 5  
  How do I log in? ........................................................................................................................................ 5  
Requesting a PACS Account – External Investigators ................................................................................... 6  
  How do I request a PACS account? ........................................................................................................... 6  
Navigation and Basic Tasks – Get Started................................................................................................. 7  
  Required COI Training ............................................................................................................................... 7  
  Reviewing Certification ............................................................................................................................. 7  
  Open a Certification ................................................................................................................................ 7  
  View Certification History ......................................................................................................................... 8  
  Find Previous Certifications ..................................................................................................................... 8  
Navigation and Basic Tasks – Submit a Certification for Review .............................................................. 9  
  Start the Certification ............................................................................................................................... 9  
  Update Disclosures ................................................................................................................................... 9  
  Finish and Submit .................................................................................................................................... 10  
Navigation and Basic Tasks – Respond to Clarification or Change Requests ........................................... 11  
  Review the Request Details ..................................................................................................................... 11  
  Respond to the Request ............................................................................................................................ 11  
Navigation and Basic Tasks – Respond to a Management Plan .................................................................. 12  
  Review the Management Plan .................................................................................................................. 12  
  Submit Your Response ............................................................................................................................ 12
## COI Contacts

For general questions and assistance regarding COI please contact:

**University at Albany**  
Office for Regulatory and Research Compliance  
1400 Washington Ave, MSC 100E  
Albany, NY 12222  
compliance@albany.edu

For help with COI Disclosure Certification process or questions about the *University at Albany Policy for Disclosure and Management of Conflicts of Interest in Sponsored Programs*:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Role</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Terrell Rabb, M.A.    | Regulatory Affairs Administrator, COI Coordinator   | Office for Regulatory and Research Compliance, University at Albany  
1400 Washington Ave, MSC 100E  
Albany, NY 12222  
518-437-3850  
fcoi@albany.edu                                           |
| Adrienne D. Bonilla, Esq. | Assistant Vice President for Research, Research Compliance Officer and Director | Office for Regulatory and Research Compliance, University at Albany  
1400 Washington Ave, MSC 100E  
Albany, NY 12222  
518-437-3850  
rco@albany.edu |

For general questions and assistance regarding the PACS System please contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Nicholas Yelich       | Electronic Research Administrator   | Sponsored Programs Administrations       
University at Albany  
1400 Washington Ave, MSC 100B  
Albany, NY 12222  
518-437-4558  
pacssupport@albany.edu |
PACS Login with NetID¹ - University at Albany Investigators

For University at Albany Investigators who are already registered in PACS.

How do I log in?

Members of the University at Albany community may use their single sign-on to log in using their university login credentials:

Steps:

1. Go to: SUNY PACS
2. Enter your NetID and Password
3. Click Sign in.

*Please be sure you accurately enter your NetID and Password.

If you incorrectly enter your NetID and password or if you are not already registered in the system, you will receive an error message stating “The NetID or Password is incorrect;” please follow the procedures to request a PACS account on the next page.

¹ All members of the University community are provided with unique electronic credentials to access campus IT resources. Your NetID is a unique personal identifier composed of the first initial of your first and last name followed by six random numbers. Your NetID will be displayed on the final screen when you complete the Password Set process. Use your NetID and password to log in to campus IT services. Never share these credentials with anyone. For more information see https://www.albany.edu/its/svc_acctssvc.php.
How do I create a request?

1. Your user Name and password will be sent to you via Email. You will be asked to update/create a new password after your first login.

1. Request an account via the online registration form.

2. Enter your Email address in the Campus Email Address field.

3. Select “010 University at Albany” for the Campus Affiliation field.

4. Fill in the Department field with your Department (if you are a student, provide your Faculty Advisor’s Department.)

5. In the Reason for Request field explain why you need to use the PACS application. For example, “Submit a FCOI Certification for PHS project with Dr. Jane Doe.”

6. Click Register. Your request will be reviewed. You will be contacted by pacssupport@albany.edu for additional information needed to complete your registration and provide login credentials.
PACS Login - External Investigators (those without NetID²)

For External Investigators who have already completed the registration process for PACS.

How do I log in?

External Investigator access to PACS:

Steps:

1. Go to: SUNY PACS
2. Enter your User Name and Password
3. Click Login

² All members of the University community are provided with unique electronic credentials to access campus IT resources. Your NetID is a unique personal identifier composed of the first initial of your first and last name followed by six random numbers. Your NetID will be displayed on the final screen when you complete the Password Set process. Use your NetID and password to log in to campus IT services. Never share these credentials with anyone. For more information see https://www.albany.edu/its/svc_acctsvcs.php.
Requesting a PACS Account - External Investigators

For External Investigators requesting PACS access.

How do I request a PACS account?

1. Request an account via the online registration form.

2. Enter your Email address in the Campus Email Address field.

3. Select “010 University at Albany” for the Campus Affiliation field.

4. Fill in the Department field.

5. In the Reason for Request field explain why you need to use the PACS application. For example, “Submit a FCOI Certification for PHS project with Dr. Jane Doe.”

6. Click Register. Your request will be reviewed. You will be contacted by pacssupport@albany.edu for additional information needed to complete your registration and provide login credentials.
Navigation and Basic Tasks – Get Started

When you first log in, you will be on the My Inbox page. This topic lists where to find Certifications and the basic tasks you will perform.

Required COI Training

In order to access/submit your Certification in PACS, you must have completed required Managing Conflicts of Interest in Research Training using CITI Program.

Conflicts of Interest guidance, policies, procedures, guidance may be found on the Office of Regulatory and Research Compliance website.

Creating or Updating a Certification

From My Inbox (top left-hand corner of PACS), you can find:

1. Certifications that require you to take action.
2. Actions that you can perform (e.g., Create or Update a Certification).
3. Shortcuts that provide access to other items such as your Disclosures or Reports.

Reviewing Certification

Review the Status of Certifications in My Inbox. The status provides a clue as to what to do next. For example, Draft means you haven’t submitted the Certification for review.

Open a Certification

1. From My Inbox, click a Certification by Name.
2. The Workspace for the Certification will open.

---

3 Certifications in PACS are always have a “status”. The “status” represents the point within the submission and review process the Certification currently is. “Draft” is the default state for Certifications which have not yet been submitted.
View Certification History

1. From the Certification Workspace, click the History tab.
2. The History lists the action(s) or activity taken on a Certification including any comments, attachments, or correspondence added.

Find Previous Certifications

3. On the left, click Certifications.
4. The Disclosures tab shows details for each disclosure, including when it was last updated.
5. Click the Certifications tab.
6. Sort or filter by Status to find Certifications that have completed the review process.
Navigation and Basic Tasks - Submit a Certification for Review

You will receive an email to submit your annual Certification.

Start the Certification

1. Click the e-mail link to open the Certification.
2. If you no longer have the e-mail, from My Inbox, click Edit My Certification on the left. Or you need to update your Certification.
3. Complete the pages. Click Continue to move to the next page.
   
   **Note:** If you have submitted a Certification before, the forms will show your previous answers. Update them appropriately.

Update Disclosures

Depending on your answers, the Disclosure Details page may appear.

4. To add a disclosure, click Add Disclosure. Complete the pages and click Finish on the last page.

5. To edit a previously reviewed disclosure, click the pencil.
   
   a. The disclosure moves under Disclosures Under Review.

   b. Click Edit. Update the pages and then click Finish on the last page.

6. To remove a disclosure, click the red X. Select Yes and click OK.
Finish and Submit

1. On the last page, select the check box to submit the Certification.

   **NOTE:** To submit later, leave the check box blank. Use the Submit action on the Certification workspace to submit.

2. Click **Finish** to submit your Certification.
Navigation and Basic Tasks - Respond to Clarification or Change Requests

If a reviewer has questions or requires you to change your Certification, you will receive an email notification alerting you. Review the request details and then respond to the request.

### Review the Request Details

1. Read the email for details about the clarification or change request. Click the link within the email notification to open the submission.

   If you no longer have the email, see [Open a Certification](#) and then [View Certification History](#) to see reviewer comments.

### Respond to the Request

2. To update the Certification, click **Edit** on the left and make the requested changes. Otherwise, go to the next step. You will be able to enter a response to the reviewer before submitting.

3. Click **Submit Changes**.

4. (Optional) In the **Notes** box, type your response to the reviewer.

5. Click **OK**.
Navigation and Basic Tasks - Respond to a Management Plan

As a result of reviewing your Certification, the COI office may issue you a plan to manage your conflicts of interest. Review the management plan and then submit your response to the plan.

Review the Management Plan

1. Click the Certification link in the e-mail.
   
   If you no longer have the e-mail, see Open a Certification and then View Certification History. Review the correspondence letter.

2. On the Disclosures workspace, click the management plan link to open the management plan and then review it.

Submit Your Response

1. Click Submit Response Plan.

2. Select Accept to accept the management plan.

3. If you have questions about the management plan, select Request Further Clarification and type your questions in the Notes box. The Certification will move back to the COI administrator's inbox to review.

4. Click OK.