RF/SUNY PACS SYSTEM
USER GUIDANCE

INVESTIGATOR
CONFLICTS OF INTEREST (COI MODULE)
DISCLOSURE AND CERTIFICATION

September 2018
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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*:

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

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PACS Login with NetID\(^1\) - 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](https://www.albany.edu/its/svc_acctsvcs.php)
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.

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\(^1\) 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_acctsvcs.php](https://www.albany.edu/its/svc_acctsvcs.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.

2. Request an account via the online registration form.

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

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

5. Fill in the Department field with your Department. For example, “Submit a FCOI Certification for a project with Dr. Jane Doe.”

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

7. 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](https://www.albany.edu/its/svc_acctsvcs.php)
2. Enter your **User Name** and **Password**
3. Click **Login**

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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](https://www.albany.edu/its/svc_acctsvcs.php).
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.
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 [www.citiprogram.org](http://www.citiprogram.org).

Conflicts of Interest guidance, policies, procedures, guidance may be found on the [Office of Regulatory and Research Compliance website](http://office.compliance.org).

### 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

4. From **My Inbox**, click a Certification by **Name**.
5. The **Workspace** for the Certification will open.

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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.
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.