

Quick Instructions

PACS COI Annual Certification

NOTE: CITI FCOI module must be completed at least 24 hours before you may complete the Disclosure Certification in PACS.

1. Log in to the [PACS System](#).
2. Once you (the Discloser) are logged in, click the **COI** tab at the top and your Annual Certification will be located here.

The screenshot shows the top navigation bar of the PACS system. The tabs are: My Inbox, Agreements, **COI**, Grants, Courses, IRB, User Management, and Org Management. The COI tab is highlighted with an orange triangle. Below the navigation bar, the 'My Inbox' section is visible, showing a search filter and a message 'No data to display.'

3. Click your Annual Disclosure Certification and select **“Edit”** to begin.

The screenshot shows the 'COI' section of the PACS system. The navigation bar includes: My Inbox, Agreements, **COI**, Grants, Courses, and IRB. Below the navigation bar, there are sub-sections: COI Submissions, COI Meetings, and COI Reports. The 'COI Submissions' section is active, showing a list of certifications. The table below has columns: ID, Name, First Name, Last Name, Type, and Status. One certification is listed: ID DC00001753, Name Annual Disclosure Certification for pi1 010grants, First Name pi1, Last Name 010grants, Type Annual Certification, and Status Draft. An orange triangle points to the 'Edit My Certification' button.

ID	Name	First Name	Last Name	Type	Status
DC00001753	Annual Disclosure Certification for pi1 010grants	pi1	010grants	Annual Certification	Draft

4. Answer all questions on the Smart Form pages, enter any disclosures and continue. You can save and exit the Smart Form pages at any time. When you are done and ready to submit your Certification, check the box to finalize your Certification and then click **“Finish”**.

Annual Certification for pi1 010grants : Assurance and Certification

- I hereby acknowledge that I have read and understand the Financial Conflicts of Interest Policy.
- I affirm that the information provided is to the best of my knowledge true and complete and does not misstate any facts.
- I will provide any additional information as requested by my campus.
- I agree to cooperate in the development of any needed *Management Plan* as required per the Federal Regulations to manage, reduce, or eliminate existing conflicts of interest or obligations related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

Disclosures Under Review:

Organization	Disclosure Type(s)	Total Value
There are no items to display		

Reviewed Disclosures:

Organization	Disclosure Type(s)	Total Value
There are no items to display		

BEFORE YOU FINISH

To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"

To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"

My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.

The bottom of the form shows a navigation bar with buttons: << Back, Save, Exit, Hide/Show Errors, Print, Jump To, and Finish. An orange triangle points to the 'Finish' button.

5. If you had no disclosures requiring review, the status will change from “Draft” to “No Review Required”.

No Review Required

Type: Annual Certification | ID# DC00001756
 Date Created: 8/17/2018

Discloser: 010grants pi2 | Phone: 518-437-9999

My Current Actions

[Printer Version](#)

[Log Comment](#)

[My Disclosures](#)

Summary | History

Notes to Discloser

Instructions

Congratulations! You have successfully submitted your COI certification. You may now close your browser window, or click the Logoff button in the top right of the screen.

-OR-

If you did have disclosures requiring review, the status will change from “Draft” to “Administrative Review”.

Administrative Review

My Current Actions

[Edit](#)

6. For disclosures requiring review, the COI Administrator will contact you with additional instructions and explain the review process in detail. Disclosures may be forwarded for additional campus review to determine if a mitigation plan for the conflict, or potential conflict, of interest is required. You (the Discloser) will have an opportunity to review plan.

COI Certification Statuses in PACS

