ICON for COI Instructions for Investigators[1]

1. You will receive an email similar to the following:

UNIVERSITY of HOUSTON
DIVISION OF RESEARCH

To: Your Name

Link: Annual Disclosure Certification for <Your Name> 2018

An annual Conflict of Interest Certification is required for all investigators. The term "Investigator" means the Project Director or Principal Investigator, Co-Investigators, and any other persons, regardless of title or position, who are responsible for the design, conduct, or reporting of proposed or funded research activities. In addition, any research team member who indicates a financial interest during the submission of a human or animal research protocol will also be asked to complete a certification.

Compliance Guidance: Consider all personnel designing, conducting, or reporting research.

- *Principal investigators, co-investigators, and key personnel listed on a proposal always meet this threshold.*
- *Other positions (for example: study coordinators, statisticians, and non-paid personnel) may also meet this threshold based on their role in the research.*
- *If you are a collaborator or sub-recipient/subcontractor engaged in research awarded to another institution, certification under the UH policy is required.*

Please review the Conflict of Interest policy on the Division of Research website and the instructions for navigating the ICON online system prior to completing your certification submission.

To complete this certification, please click on the link above.

2. Click on the link
   You will be required to sign in to ICON using your cougarnet credentials.

3. The link will bring you to the ICON main page, "My Inbox." You should see a disclosure with the State of "Draft." The "Name" will display Annual Disclosure Certification or Research Certification with your name.

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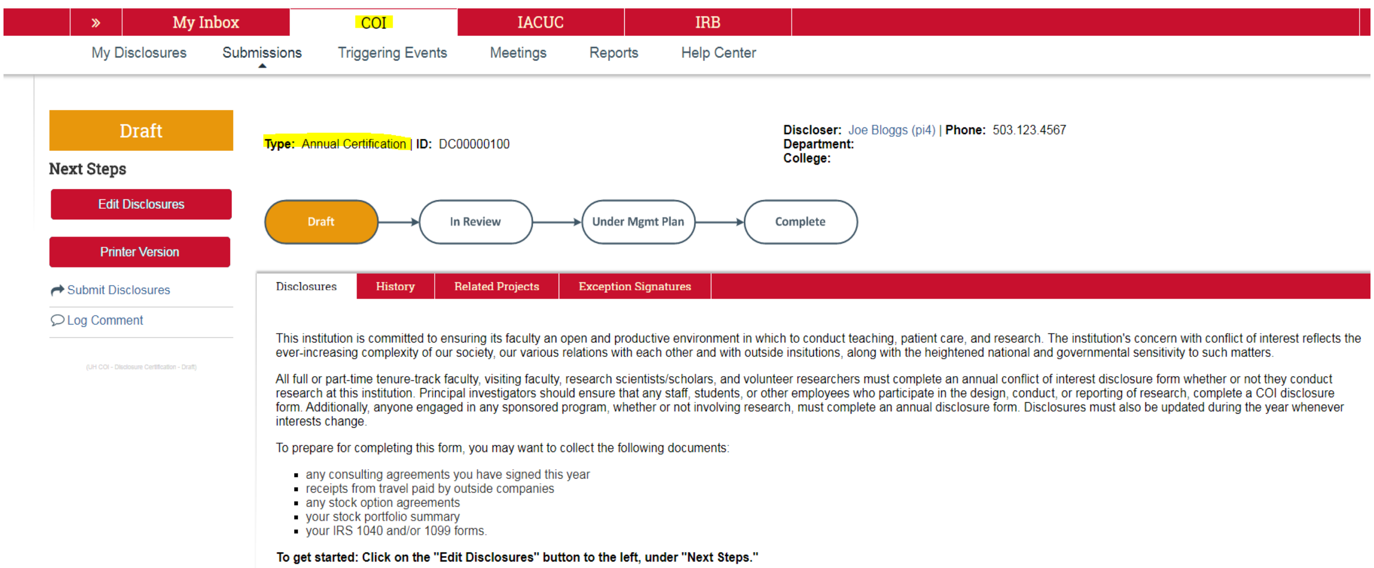
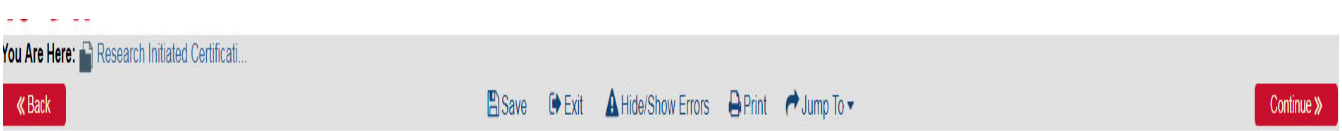
[1] See http://www.uh.edu/research/compliance/icon/COI/training/completing-certification/ for video instructions.

4. Click on the certification. This will bring you to the COI disclosure page. Be sure to read the information there and then click on "Edit Disclosures" to create your submission.



5. You will now be asked a series of questions related to your institutional responsibilities, training and education information, and "What to Disclose." ***All questions with a red asterisk must be answered.*** Note, you can click on the any time for additional information related to that item throughout the disclosure pages.

6. At the top and bottom of each page, you will see a navigation section:



Click on "Continue" when you have answered all questions on that page. Your answers will be saved automatically.

7. If you answer "yes" to the following question on the "What to Disclose" page (skip to step 10 below if you answer "no" to this question):

* Are there any outside organizations or companies with which you or an immediate family member (spouse and/or dependent child) have a financial relationship?
○ Yes ○ No Clear

You will now be asked to disclose financial relationships on the "Disclosure Details" page(s):

Annual Certification for Joe Bloggs (pi4): Disclosure Details

You need to disclose any financial relationship with an external company or organization where you or an immediate family member received remuneration or if you or an immediate family member hold equity in said company, if the interest is reasonably related to your professional responsibilities on behalf of the University of Houston.

On this page, you will be required to provide information on each company / external organization with which you have a financial relationship.
If the relationship has not previously been disclosed, click on the "Add Disclosure" button.
If the relationship has been previously disclosed, click on the "Modify" link next to the disclosure to update.
If the relationship is no longer active (e.g. a consulting agreement that is no longer active), click on the "Remove" link to the right of the disclosure.

Add Disclosure

Click on the "Add Disclosure" button. A pop up window will open. You can select the name of the organization from a list (click on the 3 dots in the box under 1.) or you can add the name of the organization in box 2.

Create New Disclosure

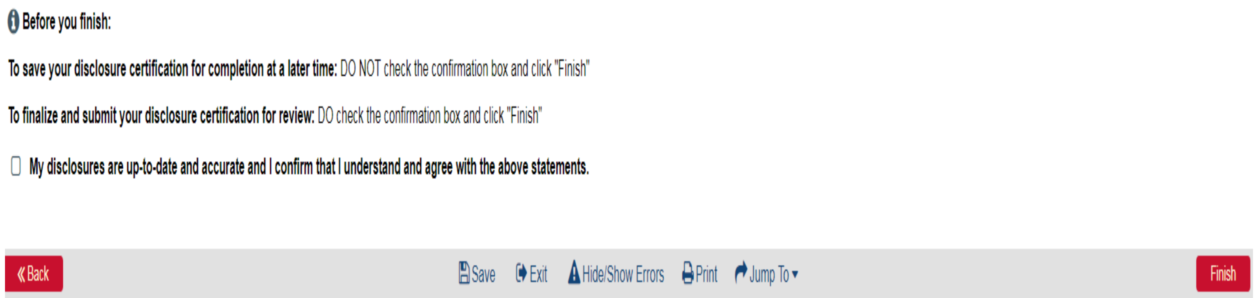
1. **Select the external organization this disclosure is for:**

   ...

2. **If you are unable to find the organization, please enter as text below:**

8. You will now be asked to provide some information about this external financial interest. You will be prompted to the appropriate page depending upon the nature of your relationship to the financial interest.

9. Once you have answered all the questions, you will be directed to the Assurance and Certification page. Read the information on this page. You will need to have your disclosure directed to the appropriate signatory for review. Use the drop down menu next to the box. If you are unsure who the signatory should be, click on the ?. When you are finished, be sure to **check the box at the bottom and click on "Finish." Note: your certification will not be submitted if you have not checked the box.**


Before you finish:

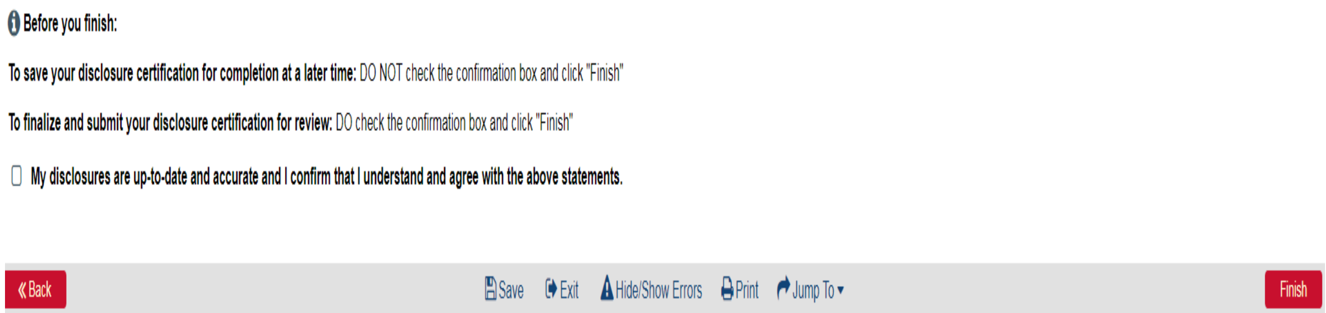
To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"

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.**

« Back Save Exit Hide/Show Errors Print Jump To ▾ Finish

10. If you answer "no" to the question in 7 above, the system will automatically take you to the Assurance and Certification page. Read the information on this page and when you are finished, be sure to **check the box at the bottom and click on "Finish."** **Note: your certification will not be submitted if you have not checked the box.**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