

# Click ERA COI Disclosures

The ERA (Click COI) system is designed to complete electronic Conflicts of Interest disclosures (“certifications”) when an individual has been added as personnel to a funding proposal or IRB study submission.

# Login Page



UNM HSC Login

Non HSC Login

If you are a member of UNM HSC and have a current HSC NetID, please click on the UNM HSC Login button.

All other, please click on the Non HSC Login button (includes UNM main campus).

Navigate to Click ERA: <https://era.health.unm.edu>

- Access to the Click ERA system occurs upon submitting a COI [Account Management Request Form](#).
- \*Completion of FCOI (HSC 104-002) training is required in order to submit COI disclosures in the COI system.
  - The requester will be notified by email when their COI account has been activated.
- Users who are affiliated with HSC (employee/faculty/student, @salud email), will select the “UNM HSC Login” button and enter their HSC username and password.
- UNM main campus (@unm email) or users not affiliated with UNM HSC will select the “Non HSC Login” button.
- \*If you are an HSC affiliate, but listed a non-HSC email in your COI account request, your account will be set up with the specified email.

UNM HSC FCOI training requirements can be located on the [COI website](#).

# Accessing COI Disclosures

Page for Dolly Parton

**My Current Actions**

**Shortcuts**

- My Inbox
- My Disclosures
- Reports
- COI Admin Guide
- COI Discloser Guide
- COI Quickstart (FAQ)

My Inbox

Filter by <sup>?</sup> Name

Enter text to search

Name	Date Created	Date Modified	State	Discloser
HSC-COI Initiated Certification for Dolly Parton: 21-000:TEST	8/23/2022 9:31 AM	8/23/2022 9:31 AM	Draft	Dolly Parton
HSC-COI Initiated Certification for Dolly Parton: 21-000:TEST	8/1/2022 3:28 PM	8/2/2022 11:21 AM	Draft	Dolly Parton

2 items  page  of 1   / page

Select the Link to 'edit' your COI certification.

- **My Inbox:** shows every pending disclosure that requires a response.
- **COI tab:** Shows all disclosures, pending or completed.
- **Grants tab:** Takes user to the grants system.
- **Agreements tab:** Takes user to the agreements system
- **IRB tab:** Takes user to the IRB system.
  - If you have an HSC login for COI, Grants, Agreements, and IRB you can transfer from one application to another with single sign on. (user must have an existing account in both sites to transfer over)
- **State:** Draft means the COI disclosure is incomplete and requires a response.  
\*Two other states requiring user attention include “Administrative Review: Response Pending” and “Discloser Review of Plan”



# COI Certification Workspace

COI Reports

COI > HSC-COI Initiated Certification for Dolly Parton: 21-000:TEST [? Help](#)

**Draft**

Type: Conflict of Interest Certification | ID# DC00071116 | Discloser: Dolly Parton | Phone:

**My Current Actions**

**Edit**

Printer Version

Submit Disclosures

Log Comment

**Shortcuts**

Disclosures History

Draft → In Review → Under Management Plan → Complete

**Conflict of Interest Certification Instructions**

You must recertify that all of your financial disclosures are up-to-date in the system because of your involvement in the following project(s):

**Project ID:** 21-000:TEST  
**Project Name:** TEST:TEST

## Navigation

- Select the *'Edit'* button to complete your electronic COI certification.

**Note:** The current state of your certification is in **Draft** status, meaning you have not completed and submitted your disclosure.



# Institutional Responsibilities

HEALTH SCIENCES

Validate

You Are Here: HSC-COI Initiated Certificatio...

Editing: DC00083794

Go to forms menu Print Help

## HSC-COI Initiated Update for Winter Snow: Institutional Responsibilities

The following questions apply to all Institutional activities.

1. Institutional Responsibilities include: Teaching, professional practice, personnel on internally or externally funded fiscal agreements, institutional compliance committee memberships and service on panels such as formulary or device committees, data and safety monitoring boards or non-government study section/grant review committees, administrator role in executing clinical, educational, or research contracts.  
\* Are you engaged in any of the items listed above?  Yes  No [Clear](#)

If yes to the above question, please include all of your Institutional Responsibilities:

2. \* Are you or will you be directly or indirectly involved in any funded or non-sponsored projects at this institution? This includes, but is not limited to, being listed on any funding proposal, awarded grant/contract, IRB, RAC, IACUC submissions or other pilot funding.  
 Yes  No [Clear](#)

Exit Save Continue

## Navigation

- How the questions are answered will determine the smartpages and/or questions that follow.
- Read and respond to the questions carefully. If more time is needed, select 'save' and 'exit' to return at a later time. Otherwise, select 'continue' to proceed to the next smartpage.

Left hand nav: You may navigate from one smartpage to another by using this navigation.



# Training and Education

The screenshot shows the user interface for the HSC-COI Initiated Certification form. At the top left is the NM Health Sciences logo. The top right corner displays the user's name, 'Hello, RachelleC'. Below the logo is a navigation menu with options: 'Validate', 'Institutional Responsibilities', 'Training and Education' (highlighted in orange), 'What to Disclose', and 'Assurance and Certification'. The main content area is titled 'HSC-COI Initiated Update for Winter Snow: Training and Education Information'. It includes a breadcrumb trail 'You Are Here: HSC-COI Initiated Certificatio...', the form ID 'Editing: DC00083794', and navigation links for 'Go to forms menu', 'Print', and 'Help'. The text explains that the institution requires completion of a few simple steps for compliance. A list of requirements includes: completing 'Disclosure Certification' training, disclosing significant financial interests, and providing additional information. A certification question asks if the user has read and understood the information, with 'Yes' and 'No' radio buttons and a 'Clear' link. A note states that FCOI Training needs to be updated every 4 years. Below this, it asks for the last training date on record, with a yellow arrow pointing to a blank input field. At the bottom are 'Exit', 'Save', and 'Continue' buttons.

Note: Last recorded training date

## Training and Education

- You will read and certify understanding of all required steps.
- If the last training date is blank, this means you have not completed the FCOI training course (HSC-104-002) or if your account is new, the date has not been entered by the COI Administrator.
- If your training has expired (> 4 years ago), you will receive a notification to complete the FCOI training.



# What to Disclose

The screenshot shows a web application interface for the National Medical Center (NM) Health Sciences. The top navigation bar includes the NM Health Sciences logo and a user greeting "Hello, RachelleC". A sidebar on the left contains a menu with options: "Institutional Responsibilities", "Training and Education", "What to Disclose" (highlighted in orange), and "Assurance and Certification". The main content area displays the breadcrumb "You Are Here: HSC-COI Initiated Certificatio...", the form ID "Editing: DC00083794", and the title "HSC-COI Initiated Update for Winter Snow: What to Disclose". Below the title, a paragraph states: "Significant Financial Interests need to be disclosed if related to your Institutional Responsibilities (as defined on the Institutional Responsibilities SmartForm page)." This is followed by a reference to "42 CFR Part 50 (Subpart F, §50.603): A significant financial interest:" and a definition: "Consists of one or more of the following financial interests of the Discloser (and of the Discloser's spouse and dependent children) that reasonably appears to be related to the Discloser's institutional responsibilities:". Three numbered points define significant financial interests: 1. Publicly traded entities with remuneration exceeding \$5,000; 2. Non-publicly traded entities with equity interest exceeding \$5,000; 3. Intellectual property rights and interests. A "Definitions:" section follows, defining "Conflict of Interest" and "Financial Interest". At the bottom, there are buttons for "Exit", "Save", and "Continue".

Validate

HEALTH SCIENCES

Hello, RachelleC

You Are Here: HSC-COI Initiated Certificatio...

Editing: DC00083794

Go to forms menu Print Help

## HSC-COI Initiated Update for Winter Snow: What to Disclose

Significant Financial Interests need to be disclosed if related to your Institutional Responsibilities (as defined on the Institutional Responsibilities SmartForm page).

According to [42 CFR Part 50 \(Subpart F, §50.603\)](#): A **significant financial interest**:

Consists of one or more of the following **financial interests** of the Discloser (and of the Discloser's spouse and dependent children) that reasonably appears to be related to the Discloser's **institutional responsibilities**:

1. With regard to any publicly traded entity, a **significant financial interest** exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds \$5,000. For purposes of this definition, remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value;
2. With regard to any non-publicly traded entity, a **significant financial interest** exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds \$5,000, or when the Investigator (or the Investigator's spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest);
3. Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests (Note the exception found in the "Exceptions" section below).

**Definitions:**

1. **Conflict of Interest** is a situation in which outside financial interests or other personal considerations may compromise or have the appearance of compromising an employee's actions or judgments in the administration, management, or performance of their professional activities. For researchers at UNMHSC, the definition is more specific as it refers to a situation in which outside financial interests may compromise, or have the appearance of compromising, a researcher's professional actions or judgments in the design, conduct, or reporting of their research results.
2. **Financial Interest** is anything of monetary value, including a fiduciary relationship important component or components of a conflict of interest for researchers.

Exit Save Continue

## What to Disclose

- If "Yes" is answered to question 1, 2, or both, you will disclose your information on the next page. If "No" is answered to both, you will navigate to the final page.





# Disclosure Details

Validate

**NM HEALTH SCIENCES**

Hello, [RochelleG](#)

You Are Here: [HSC-COI Initiated Certificatio...](#)

Editing: DC00083794 [Go to forms menu](#) [Print](#) [Help](#)

## HSC-COI Initiated Update for Winter Snow: 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 hold equity in said company. 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 "Edit" 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.

1. Disclosures Under Review:

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
There are no items to display								

2. Previously Reviewed Disclosures (click 'Modify' to enable editing):

Modify View	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
There are no items to display								

## Disclosure Details

- If “Yes” was selected to questions on the “What to Disclose” page, user will be directed to the Disclosure Details page.
- To disclose financial interests, select ‘Add Disclosure’ and Name each organization in which you have a financial interest related to your institutional responsibilities.





# General Information

You Are Here: HSC-COI Initiated Certificatio... > Disclosure FI00001849 for Wint...

Editing: FI00001849 [Go to forms menu](#) [Print](#) [Help](#)

## Disclosure for Winter Snow: General Information

General Information concerning the relationship between the external organization and the discloser. For non-UNM employees, the external organization would be external to your main Employment.

1. External Organization: #2 Test Site

or

If you cannot find the organization in the above list, enter the name as text here:

2. \* Relationship to Discloser:

Relationship

Self

Spouse

Dependent Child

3. \* What type of financial relationship do you have with the external organization?

Relationship

Equity (shares / options) in external company

Consulting, advisory, or speaking compensation

Editorial compensation

Intellectual Property Rights (License / Royalties paid directly to individual)

Reimbursements (excluding sponsored travel)

Sponsored Travel

## General Information

- Upon adding a disclosure organization, additional questions will appear.
- The questions ask specifics about your disclosure and may direct you to another page to add more information depending on your selection.

Note: You can select 'save' and 'exit' at any time to return later.



# Disclosure Details II

Validate

HEALTH SCIENCES

Hello, Rachelle G.

You Are Here: HSC-COI Initiated Certificatio...

Editing: DC00083794

Go to forms menu Print Help

## HSC-COI Initiated Update for Winter Snow: 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 hold equity in said company. 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 "Edit" 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

### 1. Disclosures Under Review:

View/Edit	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
<a href="#">Edit</a>	#2 Test Site		Self	Equity (shares / options) in external company	\$0	no	9/18/2023 12:21 PM	<a href="#">X</a>

### 2. Previously Reviewed Disclosures (click 'Modify' to enable editing):

Modify	View	Organization	Is Public Company	Relationships	Disclosure Types	Total Value	Is Significant?	Last Updated	Remove
There are no items to display									

Exit Save Continue

## Disclosure Details II

- If 'add disclosure' was selected and a financial interest was added related to your institutional responsibilities, you will be directed back to the Disclosure Details smartpage.
- **Edit:** Allows for changes within a disclosure for a particular organization.
- **Remove:** Use the 'Remove' button to remove an entire disclosure item.
  - If an item is removed, do not revise any answers to previous questions.



# Final Pages

UNM HEALTH SCIENCES

Hello, RochelleG

You Are Here: HSC-COI Initiated Certificatio...

Editing: DC00083794

Go to forms menu Print Help

## HSC-COI Initiated Update for Winter Snow: 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 the Office of Research Compliance.
- 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 related to my research. I agree to comply with the terms and conditions contained in any *Management Plan*.

\* Are you a UNM employee AND a physician (Doctor of Medicine, Doctor of Osteopathy, Dentist, Podiatrist, Optometrist, or licensed chiropractor) Physician Assistant, Nurse Practitioner, Clinical Nurse Specialist, Certified Registered Nurse Anesthetist, Anesthesiologist Assistant, or Certified Nurse Midwife?  Yes  No [Clear](#)

If yes to above question please check box to confirm you have verified your information regarding payments from manufacturers of drugs, medical devices, biological, medical supplies posted on the CMS website (<https://openpaymentsdata.cms.gov/search>) associated with the Physicians Payments Sunshine Act. (Note: The dispute and resolution period to address inaccurate information will be communicated to UNMHSC providers by the COI Office annually).

Disclosures Under Review:

Organization	Disclosure Type(s)	Total Value
#2 Test Site	Equity (shares / options) in external company	\$0

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

Exit Save **Finish**

This box must be checked and the Finish button selected in order to submit your certification.

## Final Pages

### • Additional Details

**Smartform:** Allows you to provide any additional details that will facilitate reviewing your disclosure.

### • Assurance and Certification

**Smartform:** If you have any disclosures, there will be additional questions asking if the study/project is related in any way to your disclosure(s). This is the final page in your certification. Be sure to read all the information. Answer the question and certify that your information is accurate by checking the box below. Click the 'Finish' button to submit your certification.

Next: Finish



# COI Disclosure Submitted

This screenshot shows a user interface for a 'Conflict of Interest Certification' (ID# DC00083794) submitted by Winter Snow. A red box highlights the 'No Review Required' status. The 'My Current Actions' sidebar includes 'Printer Version' and 'View Differences'. The main content area has tabs for 'Summary', 'History', and 'Private Review Information'. A progress bar shows the stages: Draft, In Review, Under Management Plan, and Complete (highlighted in blue). Below the progress bar is a 'Notes to Discloser' section with 'Instructions' that read: '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.'

## COI Disclosure Submitted

- **No Review Required:** The answers to the questions did not require internal COI review. Your disclosure is complete.

This screenshot shows a user interface for an 'Annual Certification' (ID# DC0007). A red box highlights the 'Administrative Review' status. The 'My Current Actions' sidebar includes 'Edit', 'Printer Version', and 'View Differences'. The main content area has tabs for 'Summary', 'History', 'Disclosures', 'Private Review Information', and 'Disclosure Admin Info'. A progress bar shows the stages: Draft, In Review (highlighted in grey), Under Management Plan, and Complete. The 'In Review' stage is currently active.

- **Administrative Review:** The answers to the questions require internal COI review. Please look out for any email notifications requesting clarifications. If a clarification is requested, please select 'edit' and revise as requested.



# Contact

**HSC COI office:** Contact the COI office for any questions regarding what to disclose, required COI training, etc.

- [HSC-COI@salud.unm.edu](mailto:HSC-COI@salud.unm.edu)

**Click ERA system administrator:** For any technical assistance, errors, account questions, etc., contact the system administrator

- [HSC-Clicksupport@salud.unm.edu](mailto:HSC-Clicksupport@salud.unm.edu)

