



<b>Title:</b>	<b>CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT UBC POLICY 97 – INFORMATION FOR FACULTY OF MEDICINE</b>
<b>Approved:</b>	November 2007
<b>Audience:</b>	All Faculty of Medicine members
<b>Purpose:</b>	To protect faculty members and the research funding coming to UBC.
<b>Contact:</b>	Dean’s Office Research

This policy applies to all faculty, clinical and full or part time, but clinical faculty are only required to file if their name is on a research grant or an ethics application, or if they have identified a conflict that needs to be declared. The policy is being driven in part by external agencies (TriCouncil, CIHR etc) who have the right to audit UBC’s compliance and withdraw research funding individually or collectively if we are not in compliance. For all concerned, conflicts are not necessarily a bad thing for active participants in our Faculty. This process is to protect you and the research funding coming to UBC.

Many faculty members filed their original COI/COC declaration during the last year of implementation and are in a renewal cycle. Clinical faculty members were advised by UCFA after clarification from legal counsel that the policy did apply to clinical faculty. If you are required to file, please follow the instructions below to avoid frustration and if you encounter difficulty, please ask for assistance early. The RISE page takes a little time to load because it is a secure site. Once you have created your declaration, it is confidential and no-one but you can alter it. Clinical earnings from any source are not a financial interest, even if your practice is a limited company. Honoraria are a financial interest, not gifts, and are cumulative if from the same source or subject. There is a power point presentation with more complete information (look under presentations here: <http://www.universitycounsel.ubc.ca/coi/links.html>). Additional information is on the university counsel website.

**Before you start the process to file, please print this page as a reference in case you encounter difficulty, so that you can receive timely assistance. The challenges to date have mostly been related to getting past the CWL login page. Please allow time for the website to load due to the required security level, but ask for assistance if you have not managed to log on to the COI/COC site within 5 minutes, assuming you have all the information required for the CWL. COI/COC Filing - simplified.**

**Step 1 – Obtaining Your Campus Wide Login**

You need a UBC CWL (Campus Wide Login) account. CWL gives you access to file ethics applications and COI, and to other services including UBC Wireless and myCV.

**To create a CWL logon account you will need your UBC ID # (also known as your UBC Employee # even if you are not a UBC employee). If you do not have this number, please call your department assistant who will have it. (Keep it in a place where you will remember it!)**



Now **log on** to <http://www.it.ubc.ca/cwl/homelink.shtml>

Follow the instructions to create your CWL login. Please sign up for a **standard** account. Do NOT sign up for a guest or basic account. Save your login name and password somewhere safe!

**Help:** If you encounter problems applying for, or connecting to, the CWL, please contact the **UBC CWL Helpline:** 604-822-2441 or e-mail <mailto:computer-accounts@itservices.ubc.ca> (Mon-Fri: 8:00-4:30).

### **Step 2 – Filing Your Declaration**

Once you have a CWL account, you can log on to RISE at <http://rise.ubc.ca/rise>, where you will be asked for your CWL ID and password.

You are now in RISE where you can file your COI/COC form. This is the same place where you would file ethics applications. If you have no conflicts to declare it should take you about 10 minutes. It will be automatically approved and filed.

You do have the option to start your declaration, **save it** and come back to it (even days later). When you declare potential or actual conflicts, your file goes for confidential review by an initial reviewer who is your Department Head or School Director (or a designate of that person). They will assist you in creating a plan to manage identified conflicts unless these are not permitted.

You must press the “**submit**” button on the left of your screen home page after you have completed your file and saved and closed it for it to go to the next step (automatic approval or review) This is a brief skeleton of the process for those of you who requested something very simple. Policy 97 is available on line and assistance can be obtained from legal counsel website <http://www.universitycounsel.ubc.ca/coi/index.html>. [If you are viewing this in a compatible format you will see a picture farther below showing a sample RISE page taken from a help manual on that website.]

### **Amending Your Declaration**

At any time after your initial declaration you must submit an amendment if your status changes with respect to identified potential or actual conflicts (see below).

**COI/COC declarations must be kept up to date. This is an important legal and ethics matter.**

Do not rely on the system to generate alarms or notices. Default has consequences that may interfere with your work, funding and employment.

### **Renewing your Declaration**

Once you have an approved declaration, an automatic reminder is generated before the one-year deadline when your approval expires. If there are no changes to your declaration, the process takes less than five minutes (see below).



**Warning:** If you receive an expiry notice you must submit a new COI/COC declaration. If you have already submitted your declaration and are currently in review, your COI/COC declaration is still expired and you may continue to receive automatic notices. You are warned against engaging in any activity that requires the approval of your COI/COC declaration. If the approval of your COI/COC declaration is of a particular urgency that cannot fully be avoided in the meantime, you are encouraged to discuss the matter with your Reviewer immediately.

### **Step 3 – Amending or Renewing**

Please click this link to access [RISe](#) and bring your COI/COC up to date.

- This link will take you to the RISe homepage where you must log on using your CWL login to access this declaration.
- Once you have gained access, click on the ‘New Amendment/Renewal’ button to the left of the screen to begin the process.

Or you may take the following steps to begin the renewal process:

- Log on to RISe (<http://rise.ubc.ca/rise>) and use your CWL login.
- Locate and click on your COI declaration under the ‘COI’ tab.
- Click on the ‘New Amendment/Renewal’ button to the left of the screen to begin the process.

### **Help:**

There is also contact information for questions along the way as you complete the process. You can also contact your Department Head/School Director; the UBC Administrator for Conflict of Interest and Commitment at 604-822 8623; or Vice Dean Ross MacGillivray, 604-822-7153, [vicedeans@medd.med.ubc.ca](mailto:vicedeans@medd.med.ubc.ca)

Thank you,  
Ross MacGillivray



The University of British Columbia  
Office of Research Services

test PI | My Home | Logoff

Welcome to Researcher Information Services (RISe) v2.6

My Home for test PI

**PI and Staff**

**My Roles**  
Help

**PI & Staff**

**I would like to create an application for ...**  
Conflict of Interest  
Human Ethics  
Animal Care

**I would like to ...**  
Send Feedback

**Committee Meetings**  
Name  
Animal Care Committee  
BC Cancer Agency Research Ethics Board  
Behavioural Research

**My Home for test PI**

Welcome to your Personal My Home, the central resource for managing your Studies. Please select the tabs below for information on what each one contains. To view or update your profile, please select the link to your name in the top right corner. If your original application was entered on UBC's previous researcher system (ORSIL) and was converted over to RISe, some fields in your application will be missing as those fields were not entered into the ORSIL system. If you wish to submit an amendment, click on the 'New Amendment' button on the left-hand side of the screen.

Click this button to create a new Conflict of Interest declaration

My Inbox | Conflict of Interest | Human Ethics | Animal Care | Inactive | Reports

Your "Inbox" contains items which require you to complete an activity. Once you have completed the activity, the item will no longer show in your "Inbox". A title bar summarizes each section for the applications, amendments, and renewals by showing the ID, which is the system generated number, the Name by which the item is known, the owner, who is always the PI listed on the submission, the State which shows the current status of the item, and the date of the Last State Change on that item.

**Applications**

Filter by State [dropdown] [Go] [Clear] [Advanced]

ID	Name	Type	Owner	State	Last State Change
CO105-00004	COI / COC Declaration	COI	PI, test	Pre Submission	27/07/2005 9:09 AM
H05-0017	Copy of -- bbb	Human Ethics	PI, test	Pre Submission	22/06/2005 11:06 AM
H05-0022	Copy of -- Copy of -- bbb	Human Ethics	PI, test	Changes Required by Department Reviewer	16/05/2005 1:31 PM