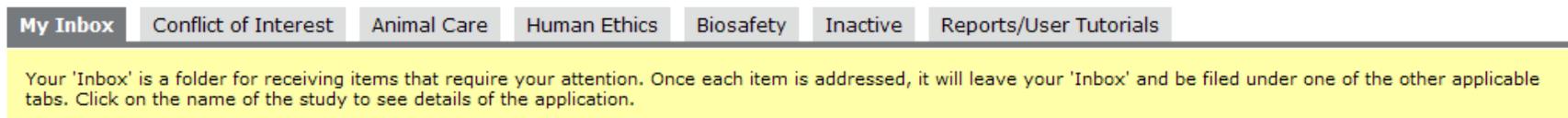


For Reviewers – Finding all existing COI Declarations

To view existing (approved) COI declarations:

1. Log onto RISE at <https://rise.ubc.ca> with your CWL password and user name.
2. Once logged in, ensure you are in the appropriate highlighted role by selecting “Dept/Div Approver” in list of Roles displayed on the left side of the page.
3. Your RISE homepage will consist of a series of tabs across the page like this:



4. Click on “Conflict of Interest” tab (next to “My Inbox.”). This tab lists all existing declarations you can view as Department Approver. Use the “Filter by” mechanism and small pulldown to filter for the person you want.

A. Example: Filter by Owner Last Name: Younger



B. The search will return the (first or original) declaration of John Younger like this:

C07 - 01992	<u>COI / COC Declaration</u>	Younger, John	Approved	12/11/2009 10:28 AM
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C. Click on “COI/COC Declaration” and you will come to this page



D. Click on the Amendments/Renewals tab and you will come to a screen that looks like this - from this screen you can see all existing COI declarations.



ID	Name	State	Last State Change
C07-01992-A002	COI / COC Declaration	Approved	10/15/2009 4:14 PM
C07-01992-A001	COI / COC Declaration	Approved	10/14/2008 6:57 PM
C07-01992-A003	COI / COC Declaration	Approved	10/24/2010 12:13 PM

E. Click on the number e.g. C07-01992-0 next to “COI Originally Approved Version” (thin arrow) and you will open the first (or original) COI declaration for this person.

F. Then, click any of the phrases “COI/COC Declaration” (big fat arrow) in the list to see the other declarations (amendments or renewals).

Reminder: an “R” in the CO number e.g. C07-01992-**R**005 means a renewal and that means the faculty member made no changes to their last COI declaration. An “A” means an amendment and that means the faculty member made changes.

If you need help, please contact: Christine Hjørleifson, Conflict of Interest Administrator Tel: 604 822 8623 Email: conflict.of.interest@ubc.ca or the RISE Help Desk at 604-878-7473 and press 0.