## 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:

My Inbox	Conflict of Interest	Animal Care	Human Ethics	Biosafety	Inactive	Reports/User Tutorials	
Your 'Inbox' tabs. Click o	is a folder for receiving on the name of the study	items that require to see details of t	your attention. On the application.	ce each item is	s addressed,	it will leave your 'Inbox' and be filed under one of the other applicab	le

4. Click on "<u>Conflict of Interest</u>" 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

Applications	$\checkmark$					
Filter by Owner Last Name	Younger Go Clear Advanced	l)				
ID	Name	Туре	Owner	State	Last State Change	

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

C07 - 01992	COI / COC Declaration	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

Correspondence	Amendments/Renewals	Application Changes	
Activity		Author	Activity Date 🛆
Fac COI/COC Submitted		Prince Epple	12/11/2009 10:28 AM PST

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

Corres	oondence Amendments/Renewals Applie	ation Changes Activities Log				
COI Originally Approved Version: C07-01992-0						
	ID	Name	State	Last State Change		
⊿ <u>T</u> ∡	C07-01992-A002	COI / COC Declaration	Approved	10/15/2009 4:14 PM		
∆ <b>‡</b> ⊼	C07-01992-A001	COI / COC Declaration	Approved	10/14/2008 6:57 PM		
∆ <u>T</u> ∆	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 Hjorleifson, Conflict of Interest Administrator Tel: 604 822 8623 Email: <u>conflict.of.interest@ubc.ca</u> or the RISe Help Desk at 604-878-7473 and press 0.