

## As a Reviewer of conflict of interest declarations, what choices do I have?

In Rise, you have 5 choices and they look like this:



- *Approve by Initial Reviewer* – that means, you approve the declaration and say so. As soon as you do, the faculty member gets an email saying so, too.
- *Changes Required by Initial Reviewer* – that means you want changes made to the declaration by the faculty member. A comment box will open and you can enter what you want changed in it. As soon as you say okay, the faculty member gets an email that their declaration is back with them in RISE and needs changes.  
Helpful hint: RISE can be cumbersome to work in so use email to discuss the details. When you have agreed the details by email, then they can be added to the declaration.
- *Refer to Faculty Reviewer* – that means you want to send the declaration up the next level in your Faculty for review there. This will likely be an Associate Dean, Research or the Dean in smaller faculties. When would you do this? If you are part of the conflict or if the complexity of the issue is such that you do not think you are experienced enough to be the one reviewing it. A comment box will open and you can enter any details in it.  
Note: in smaller faculties, you will be listed as the Faculty Reviewer and this choice will say “Refer to Dean.”
- *Prohibited by Initial Reviewer* – that means you say “no” and that you find that the declaration is unacceptable in ways that cannot be corrected under “*Changes Required by Initial Reviewer*”. It would be very rare to use this option and you are welcome to check with UBC’s Conflict of Interest Administrator first. If you use this option, a comment box will open and you can enter any details in it. As soon as you do, the faculty member gets an email saying so, too.
- *Re-Submit* – this sends the declaration back to the faculty member and is used if, by accident, a declaration was sent to you that belongs elsewhere. As soon as you do this, the faculty member gets an email saying so, too.

What if I approve a declaration and then change my mind? You can do any of the following:

- 1) the Conflict of Interest Administrator – see contact info below – can take away approval, with your agreement, at any time.
- 2) you can ask the faculty member to do an updated declaration with the details needed and approve it.

### For Help:

With Conflict of Interest or Conflict of Commitment questions, please contact Christine Hjørleifson, Conflict of Interest Administrator at 604-822-8623 or [christine.hjorleifson@ubc.ca](mailto:christine.hjorleifson@ubc.ca)

While working in RISE, contact [risesupport@ors.ubc.ca](mailto:risesupport@ors.ubc.ca) or 604-878-7473 and press 0.