UDisclose System
Department Administrator
Quick Guide

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https://UDisclose.miami.edu
Terminology Used in UDisclose

- **Department Administrator**: an individual who has been assigned administrative oversight for a UM Department/Division/Center Administrative Access. These individuals can request read-only access to Triggering Events (projects) and non-confidential information.

- **Triggering Event**: This is a Huron term referring to a project associated with a funding proposal. A triggering event in UDisclose corresponds to either a New or Competing Renewal funding proposal.

- **Proxy**: person designated by the investigator who will be able to add/update disclosures on behalf of the investigator. The proxy may add/update the investigator’s disclosure certifications, but only the investigator may submit them in the system.

- **Disclosure**: an interest related to a given company or external organization. In UDisclose, disclosures are grouped by company/external organization first, and then broken out by type of interest (i.e. board of directors, consulting, stock).

- **Disclosure Certification**: a submission in UDisclose in which a discloser enters his/her interests/disclosures.
  - **Annual Certification**: Type of disclosure certification, submitted on a yearly basis.
  - **Disclosure updates**: submitted any time a discloser’s interests change during the year. Disclosers can also create this type of certification themselves.
  - **Research Certification**: Type of disclosure certification that is associated with either a funding proposal or IRB study. The research certification is composed of the same pages as the Annual Certification, with the addition of pages related specifically to research. The additional pages are the same, regardless of whether the project is a funding proposal or IRB study. (See Appendix B for more information on the contents of the Research Certification Smart Form)

- **Certification Status**: indicates the status of a research certification. On the Triggering Events page, there are 3 options:
  1. **Draft**, which means that the research certification has not yet been submitted by the discloser
  2. **In process**, which means that it has been submitted but is being reviewed by the Office of Disclosures & Relationship Management (DRM) or is under a management plan
  3. **Reviewed**, which means that the DRM review is complete and the certification has reached its final state of no review required, review complete, or the management/mitigation plan has been satisfied.

- **UDisclose Project ID**: InfoEd number of the New or Competing Renewal for the project.

- **Related Submissions**: any supplements or non-competing renewals associated with a given New/Competing Renewal. From the Triggering Event page for a given project, click on the View Trigger Event button to view the list of related submissions.

- **Conflict of Interest (COI)**: An actual or potential interest that could directly and substantially (as determined by the UM COI Committee) affect the design, conduct, or reporting of funded research, or of scholarly and/or educational activities funded under external grants, contracts or cooperative agreements. COIs can be financial (FCOI) or obligatory (OCOI) in nature.
How to request “Department Administrator” access to the UDisclose System

Individuals who have administrative oversight for a UM Department/Division/Center can request Administrative Access to the UDisclose System. These individuals will be granted read-only access to Triggering Events (projects) and non-confidential information.

Requesting Access

1. The complete form can be found on the last page of this guide.
How to view an investigator’s COI compliance status

Prior to submitting a proposal, disclosure certifications and COI training in the CITI System must be completed by the Principal Investigator and Co-Investigator.

How to determine if disclosures and COI training are completed

1. In my Inbox, click on the Reports link, and go to COI Reports > Discloser Reports > Discloser Compliance Status report.

2. Use the filter to view the certification status for the investigator in question.
   - You can bookmark the page with the report for quick and easy future access!

How to determine whether a specific project is clear of COI concerns

Prior to the distribution of funding, all investigators on a project must have completed CITI training within the past 4 years and disclose outside interests to UM.

How do I know when projects are ready for release?

1. When an award is clear of COI concerns, it will appear on the Cleared Projects report COI Reports > Certification Reports > Cleared funding report. Use the filter to locate a specific project (1a).

2. Click on an InfoEd number or title to access the project’s Triggering Event page.

3. View the compliance status of each team member designated on the project.

- The report may be sorted in ascending or descending order, and you may filter using the Filter by functionality in order to locate a particular investigator.
- Certified in last 11 months indicates YES if the individual has submitted a disclosure certification within the last 11 months.
- CITI Training Current indicates YES if the individual has completed the CITI COI training within the last 4 years.
Funding on hold: How to determine why a project is not clear of COI concerns

Funding will not be cleared for release until all investigators have completed the COI training in the CITI system and certified disclosures within the past 12 months. The compliance status of each investigator is displayed on the project’s Triggering Event page.

UM cannot permit funds associated with incoming awards to be dispersed prior to review of the outside interests held by team members on the project. Therefore, team members must be designated, must complete the disclosure process, and their disclosures reviewed and managed (if necessary) in the UDisclose System prior to disbursement of funds associated with incoming awards. Funds spent prior to clearance will not be reimbursed.

How do I determine why a project is not clear of COI concerns?

4. Access the Triggering Events page using link in the light green tool bar at the top of the page.
   - You may sort projects on the Triggering Events page in ascending or descending order by clicking on the column headers (ID, Title, Sponsor).
   - OR
   - Use the Filter to search for a specific project: In the Filter bar, use the drop-down menu to select a column to filter and enter parameters such as InfoEd number.

5. Click on the ID of the project you want to view in order to access the Triggering Event page for that project.

6. The Personnel tab lists the team members designated to a project by the PI or Proxy. The member’s Certification is cleared only if all of the following conditions are met:
   - A. the Discloser’s Research Certification has a Reviewed status,
   - B. the Discloser has completed CITI training,
   - AND
   - C. the Discloser has certified within the last 11 months.
General Navigation and Basic Tasks: Triggering Events

You can access Triggering events through the COI workspace

View Triggering Events from the COI workspace

1. Click on the COI tab.
2. Select the Triggering Events link.
3. Click on an InfoEd number or title to be taken to the project’s workspace.
4. Click on the View Triggering Event link to access details about the project (4a).
   ➢ Please note that clicking on this link will open a separate pop-up window. If the window does not open, verify that your browser settings permit pop-up windows.
PD/PI/Proxy Process for Adding or Removing Project Team Members

This process must be completed by the Project Director/Principal Investigator (PD/PI) or his/her Proxy when there is a New or Competing Renewal generated in UDisclose. When there is a Supplement or Non-Competing Renewal, the PD/PI will be reminded to update the team members on the project.

- For Human Subject Research (HSR) studies, team members are designated in the eProst (IRB7) system. Please contact the HSR Office Help Desk at eprost@med.miami.edu or 305-243-2314 for assistance.
- **PLEASE NOTE:** Once designated, a Proxy has full access to a user’s UDisclose account, including all details of disclosed interests (amount of compensation, equity, etc.)

What do I do?

1. A PD/PI (or Proxy) can access their projects using the **Triggering Event** link found in the upper left tool bar in the UDisclose System.

2. In addition, every time a new project is created in the UDisclose System, the PD/PI (and Proxy) will receive an email. By clicking on the “Project title” link, the PD/PI will be redirected to the correct Triggering Event workspace in the UDisclose System.
3. Once directed to the Triggering Event workspace, the PD/PI (or Proxy) will click the Update Team Members link under My Current Actions.

4. The PD/PI will add or remove team members (only investigators with substantial responsibility for the design, conduct or reporting) using the Add and Delete (4.1) buttons.

   4.1 Check the box at the bottom of the page (4.2) only if the PD/PI is the sole investigator working on the project.

   4.2 The principal investigator should not add himself or herself as a team member on the project.

5. The PD/PI may search for their team members by entering the first few letters of each person’s last name, and then selecting the appropriate investigator by department or division to ensure selection of the correct investigator.

5. A PD/PI does not need to know a team member’s C-Number to add him/her to a project.

6. A Research Certification will be created for each newly added team member, and the system will send an email notification to each person with a link to his/her Research Certification for the project.
Checking the Status of Team Members on a Project

The PD/PI (or proxy) can check the status of a project from the “Triggering Events” list.

**What do I do?**

1. From the COI workspace click on **Triggering Events** to view and select your desired triggering event.

2. The status of triggering events will always be listed as “draft” in the “status bar”.

3. You can check the certification status of your team members in the Personnel section of the triggering events page.

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**Certification Status**

- **Draft**: Individual needs to complete the certification
- **In Process**: Certification under review
- **Reviewed**: Review complete

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**PI/Proxy Process for Requesting the Creation of a Trigger Event**

For each funded award, the Principal Investigator (PI) or his/her proxy are required to designate team members to funded projects on a Triggering Event within the UDisclose System. There may be times when a PI wishes to begin the project certification process early before the project is listed in the system. Should this occur, the PI or proxy can contact the Office of Disclosures & Relationship Management (DRM) with the InfoEd number, title, PI name, submission type and additional documentation related to the project. Once requested, a Triggering Event will be manually created, the PI assigned, and a notification sent via email. Following this, the PI can then log into UDisclose and designate project team members. The DRM can be contacted at DRM@miami.edu or 305-243-0877.

**UM cannot permit funds associated with incoming awards to be dispersed prior to review of the outside interests held by team members on the project. Therefore, team members must be designated, must complete the disclosure process, and their disclosures reviewed and managed (if necessary) in the UDisclose System prior to disbursement of funds associated with incoming awards. Funds spent prior to clearance will not be reimbursed.**

For Human Subject Research (HSR) studies, team members are designated in the eProst (IRB7) system. Please contact the HSR Office Help Desk at eprost@med.miami.edu or 305-243-2314 for assistance.
# Department Administrator access request form

Complete the form on the next page, secure permission from your Department/Division/Center leadership and send to Research Information Technology at resinfo@med.miami.edu.
Request Form for UDisclose System

Department/Division/Center Administrative Access:
- for Triggering Events (projects) only
- to non-confidential information only
- read-only access

**Department Information**

NAME OF DEPARTMENT, DIVISION OR CENTER:

SELECT ONE: ☐ Department ☐ Division ☐ Center

BUILDING NAME: MAIN OFFICE PHONE:

OFFICE ADDRESS:

CITY: ZIP CODE:

**Department Reviewers**

Please list the individuals who can have UDisclose System administrative access to all triggering events (projects) within this department/division/center.

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Individuals listed above will be given read-only access to all non-confidential triggering event (project) details for Principal Investigators within your department/division/center.

**Department Chair Acknowledgment**

_I designate the person(s) indicated above to have administrative access to the UDisclose System for my department/division/center. I understand that the use of username and password or information obtained using this system by persons not authorized violates confidentiality provisions of UM policies, and can lead to disciplinary actions, which may include dismissal from the University._

Chair’s Signature: Date:

*All persons designated on this form must have an eProst account. Persons requesting a new eProst account must complete the eProst registration form. Please click on the following link to access the form: eProstRegistration (scroll to the bottom of the page).*

*Send completed form to Research Information Technology at resinfo@med.miami.edu.*