UDisclose System: Discloser Quick Reference Guide

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https://UDisclose.miami.edu
Request an Account

Users must have a University of Miami (UM) Cane ID and eProst account in order to access the UDisclose System.

What do I do?

1. To be granted access to eProst and UDisclose, you must be an employee, a student, or an authorized associate of the University of Miami (UM) or Jackson Health System (JHS).

2. A valid C Number is required in order to request an eProst account. See the Cane ID webpage for additional information: caneidhelp.miami.edu

   Request a new eProst account using the form at the bottom of the webpage: eprost.med.miami.edu.

   ➢ It is important that users avoid having duplicate accounts. For assistance, contact the eProst Help Desk at eprost@med.miami.edu or 305-243-2314.

3. Your request will be forwarded to the Human Subjects Research Office (HSRO) for verification. Once verified, you will receive an email from the eProst Help Desk confirming creation of your account. New account requests will normally be processed within one business day.
eProst Frequently Asked Questions

1. Do I need an eProst account?
   - If you are going to be substantially involved in the design, conduct or reporting of research or externally funded scholarly activities, or involved in the conduct of human subject research at UM/JHS, if you are an ancillary reviewer, departmental/division reviewer, or IRB member, or if you require the ability to run reports from the eProst system, you must have an eProst account.

2. How do I get an eProst account?
   - Go to the eProst home page (https://eprost.med.miami.edu) and complete and submit the New Account Request Form. Account requests are normally processed within one business day.

3. I requested an eProst account but I still can’t log in. What do I do?
   - New account requests are normally processed within one business day, but sometimes there can be delays, especially if you are not a UM employee/student. For non-UM employees, we may need to verify your status with your employer, with Faculty Affairs, the Volunteer Office, or with International Students and Scholars. Contact the eProst Help Desk for assistance (eprost@med.miami.edu or 305-243-2314).

4. I am a non-UM employee and I am requesting an account. What is a C Number?
   - In order to have access to the eProst system, you must have a valid C Number. A C Number consists of the capital letter “C” followed by 8 numeric digits and is an ID number that uniquely identifies you. If you do not have a CaneID or C Number, you may request one from the CaneID Registration page at: https://caneidhelp.miami.edu/caneid/registration?execution=e1s1. Once your CaneID is created, please make a note of your C Number, as you will be required to enter this when requesting an eProst account.

5. I have an eProst account but I can’t log in. What do I do?
   - Contact the eProst Help Desk (eprost@med.miami.edu or 305-243-2314). Your account may have been disabled (we disable accounts after one year of inactivity).

6. My CaneID/CAS account is disabled. What do I do?
   - Contact the CaneID Help Desk (305-284-6565). Your CAS account may have been disabled.

7. I requested an eProst account but I am being asked to sign a confidentiality agreement. Why do I need to do this?
   - If you require access to more than just the studies for which you are listed as a study team member, the eProst Help Desk will ask you to sign a confidentiality agreement.
Navigation and Basic Tasks

When you first log into the UDisclose System, you will be on the My Inbox page, displaying lists of disclosure certifications, IRB submissions, and the basic tasks (actions) you can perform.

Where do I find?

From My Inbox, you can find:

1. **Certifications** on which you are required to take action.
2. **Actions** you can perform such as view or update your disclosures.
3. **Shortcuts** that provide access other items such as your disclosures or reports.

What do I do?

4. Review the state of certifications in My Inbox. The state gives a clue as to what to do next. For example, “Draft” means you haven’t submitted the certification. You can finish and submit it for review.

Open a Certification

5. From the list of certifications in My Inbox, click on the name (it is a link) to access that certification.

6. The certification workspace opens.

View Certification History

7. From the certification workspace, click the **History** tab.

8. The history lists the activities performed on a certification including any comments, attachments, or correspondence added.

Submit a Certification

9. Use the **Submit Changes** link when necessary to enter or update a certification.
10. From the light green tool bar, click My Disclosures.

11. The Disclosures tab displays details for each disclosure, including when it was last updated.

12. Click the Certifications tab.

13. Sort or filter by status to find certifications that are under administrative review or have completed the review process.

14. If you receive an error when submitting a certification, click on the “Jump to” link to complete the required action.

**How to fix error problems**

**Before You Start**

Before you submit a certification, gather the following information. This will help you complete the forms.

- Any consulting agreements you have signed this year
- Receipts from travel paid by outside companies
- Any stock option agreements
- Your stock portfolio summary
- Your IRS 1040 and/or 1099 forms
- Physicians may want to review their information listed on the Centers for Medicare & Medicaid Services (CMS) Open Payments Program database at https://openpaymentsdata.cms.gov.
Submit or Update a Certification

You may receive an e-mail request to submit your Annual or Research Initiated Certifications. See Before You Start before performing the steps below.

Start the Certification

1. Click the e-mail link to open the certification.
2. Alternatively, from My Inbox, select the name of the certification that you wish to open.
3. Select Edit and complete the pages. Note: If you have submitted a certification before, the forms will display your previous answers. Update them appropriately.

Update Disclosures

If you answer Yes to having an outside interest to disclose, the system will add the Disclosure Details page to your certification.

4. To disclose an outside interest, click Add Disclosure. Complete the pages and click Finish on the last page.
5. To edit a previously reviewed disclosure, click the pencil icon.
   - Note, you will not be able to edit disclosures under review.
6. To remove a previous disclosure, click the "X" icon. Select Yes and click OK.
   - Remember to remove any relationships that have ended.

Finish and Submit

7. On the last page, select the check box to submit the certification. Note: To submit at a later date, leave the check box blank and use the Submit Changes link (pg. 4) to submit the certification.
8. Click Finish. You can log off the system.
Respond to Clarification or Change Requests

Once submitted, your certification will be reviewed by the Office of Disclosures & Relationship Management (DRM). If the DRM requires additional information, you will receive an email from the UDisclose System. Review the request details and respond to the request.

Review the Request Details

1. Read the e-mail for details about the clarification or change request. Click the e-mail link to open the certification.
   
   Alternatively, see Open a Certification and then View Certification History (pg.4) to access the reviewer’s comments.

Respond to the Request

2. To update the certification, click Edit on the left tool bar and make the necessary changes.

3. Click Submit Changes.

4. In the notes box, type additional information that you want to convey to the reviewer.

5. Click OK. You can log off the system.
Respond to a Management Plan

As a result of reviewing your certification, the UM Conflict of Interest (COI) Committee may issue a COI Management Plan to mitigate the introduction of bias into the results of your project. You will need to review the plan and submit your response within the UDisclose System.

**Review the Management Plan**

1. You will receive an email about the COI Management Plan. Click the certification link in the email or navigate to your **Inbox** (upper right corner) and look for the certification with the status, “Discloser Review of Plan” (1.1).

2. Click the **Management Plan** link to access and review the management plan.

**Submit Your Response**

3. Click **Submit Response Plan**.

4. Select **Accept** to accept the management plan. If you have questions about the plan, select **Request Further Clarification** and type your questions in the Notes box. Your certification will be assigned to the DRM for further review.

5. Click **OK**. You can log off the system.
View Previously Executed Management Plans

You can access your previously executed COI management plans any time you like through UDisclose.

View the Management Plan

1. From the COI workspace select the Under Management Plan tab to open a list of your certifications with the status of “Under Management/Mitigation Plan.”

2. Select the certification that you wish to view.

3. On the Summary tab, click on the Management Plan link to open your a PDF version of the plan.

   ➢ Please note that clicking on this link will open the plan in a separate pop-up window. If the PDF does not open, verify that your browser settings permit pop-up windows.
Designate a Proxy

A proxy can prepare and edit disclosure certifications and designate team members to Triggering Events (projects) on behalf of another user. However, a proxy cannot submit a certification into the UDisclose System for another user.

**PLEASE NOTE:** Once designated, a proxy has full access to the user’s UDisclose account, including all details of disclosed interests (amount of compensation, equity, etc.).

**Designate a Proxy**

1. From My Inbox, open one of your disclosure certifications.
2. Click Designate Proxy.
3. Enter the name of the user you wish to designate as your Proxy.
4. From this screen, you have the option to replace or remove your current proxy.
   - Note, you are NOT required to designate a proxy.
   - Proxies will have FULL ACCESS to the details of your disclosed interests.
   - However, a Proxy does not have the ability to submit disclosures on behalf of another user.

**PI 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. See the “UDisclose System Triggering Events” quick guide for additional instructions.