# IAR: Recertifying Pre-Meeting Conflict of Interest

Reviewers need to recertify their Pre-Meeting COI under these scenarios:

| Reason for (re)certification | Action taken by review staff |
|---|---|
| No Pre-meeting conflicts | No conflicts have been entered by the SRO |
| Change of Federal/Non-Federal status | The SRO has updated your status on the roster to be a federal employee or has changed your status to a non-federal employee, either as a result of an actual change in status or as a means to correct a status previously assigned in error. A recertification of the updated COI language will be required. |
| Change of meeting agenda (grants/contracts) | There has been a change in the type of applications/proposals that will be reviewed in this meeting. A recertification of the updated COI language will be required. |
| Change of meeting date | The date of the meeting has been updated and the COI certification will need to be recertified |
| Pre-meeting conflict(s) | Displays when one or more conflicts appear on the pre-meeting COI form. This reason will be used when there has been a change in conflicts (adding or removing) and the pre-meeting COI form needs to be recertified. |
| No changes | This message will appear if the reviewer elects to recertify their pre-meeting COI form but there has been no change in information that appears on the form. |

## Steps for reviewer to recertify the pre-meeting COI certification

1. The reviewer sees an alert in a box on one of these IAR screens — on the *List of All Applications, List of My Assigned Applications* or the *Submit Critique and Preliminary Scores* or the *Final Score* Sheet screen. The alert will state:

   *Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please click here to sign your certification for this meeting.*

   The 'submit' link in the under the three-dot ellipsis icon will be missing. The reviewer should click on 'click here' in that alert box.
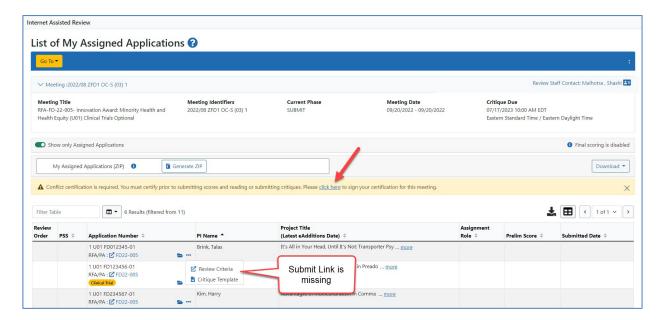
*Figure 1: List of All Applications screen showing the alert to sign COI certification*

2. The *Pre-Meeting COI certification* opens.

   Note that the system recognizes whether it is a non-federal or federal reviewer, whether it is a grants or contracts review and accordingly display the right text. The language of the pre- and post- meeting certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen.

3. A non-federal reviewer is required to choose one of two radio buttons – one indicating no conflict with any of the applications/proposals to be reviewed: the other indicating a conflict.

4. The non-federal reviewer then clicks the **I Certify** blue button at the bottom of the page. The system will show that the pre-meeting COI has been electronically signed and a COI Certification History chart will appear, showing the name of the reviewer and the date and time the pre-meeting COI was signed. If the reviewer indicated a conflict, the grant number of the relevant application is listed.
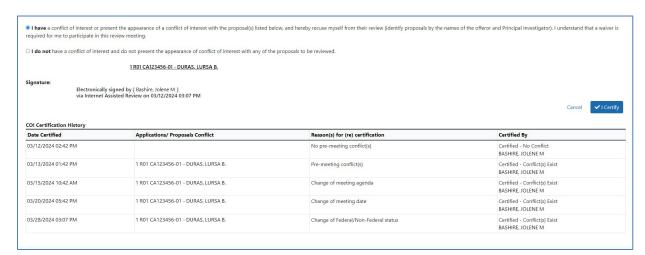


*Figure 2: The COI certification chart at the bottom of the certification screen*

5. Once the **I Certify** button is clicked, the pre-meeting COI certification will be automatically saved. The reviewer will click **Cancel** to exit the screen and return to the of applications screen.