



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.



Quick Start Guide for Reviewers: Recertifying Pre-Meeting Conflict of Interest

Internet Assisted Review

List of My Assigned Applications ?

Go To ▾

Meeting : 2022/08 ZFD1 OC-S (03) 1 Review Staff Contact: Malhotra, Shashi

| Meeting Title | Meeting Identifiers | Current Phase | Meeting Date | Critique Due |
|---|--------------------------|---------------|-------------------------|--|
| RFA-FD-22-005- Innovation Award: Minority Health and Health Equity (U01) Clinical Trials Optional | 2022/08 ZFD1 OC-S (03) 1 | SUBMIT | 09/20/2022 - 09/20/2022 | 07/17/2023 10:00 AM EDT Eastern Standard Time / Eastern Daylight Time |

☒ Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) [Generate ZIP](#) [Download ▾](#)

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.

Filter Table 6 Results (filtered from 11) 1 of 1 ▾

| Review Order | PSS | Application Number | PI Name | Project Title (Latest eAdditions Date) | Assignment Role | Prelim Score | Submitted Date |
|--------------|-----|--|--|---|-----------------|--------------|----------------|
| | | 1 U01 FD012345-01 RFA/PA: FD22-005 | Brink, Talas | It's All in Your Head, Until It's Not: Transporter Psy ... more | | | |
| | | 1 U01 FD123456-01 RFA/PA: FD22-005 Clinical Trial | Review Criteria Critique Template | in Preado ... more | | | |
| | | 1 U01 FD234567-01 RFA/PA: FD22-005 | Kim, Harry | Advantages of Machine Learning in Comma ... more | | | |

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.



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- 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.

☒ **I have** a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.

☐ **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.

1 R01 CA123456-01 - DURAS, LURSA B.

Signature:
Electronically signed by [Bashire, Jolene M]
via Internet Assisted Review on 03/12/2024 03:07 PM

Cancel **I Certify**

COI Certification History

| Date Certified | Applications/ Proposals Conflict | Reason(s) for (re) certification | Certified By |
|---------------------|-------------------------------------|--------------------------------------|--|
| 03/12/2024 02:42 PM | | No pre-meeting conflict(s) | Certified - No Conflict BASHIRE, JOLENE M |
| 03/13/2024 01:42 PM | 1 R01 CA123456-01 - DURAS, LURSA B. | Pre-meeting conflict(s) | Certified - Conflict(s) Exist BASHIRE, JOLENE M |
| 03/15/2024 10:42 AM | 1 R01 CA123456-01 - DURAS, LURSA B. | Change of meeting agenda | Certified - Conflict(s) Exist BASHIRE, JOLENE M |
| 03/20/2024 05:42 PM | 1 R01 CA123456-01 - DURAS, LURSA B. | Change of meeting date | Certified - Conflict(s) Exist BASHIRE, JOLENE M |
| 03/28/2024 03:07 PM | 1 R01 CA123456-01 - DURAS, LURSA B. | Change of Federal/Non-Federal status | Certified - Conflict(s) Exist BASHIRE, JOLENE M |

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

- 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.