Submitting an Amendment

University of Central Florida's
Conflict of Interest & Commitment System

This Training Session will cover:

❖ **Submitting an Amendment**
- ▪ Accessing the form
- ▪ Adding or Removing Responses
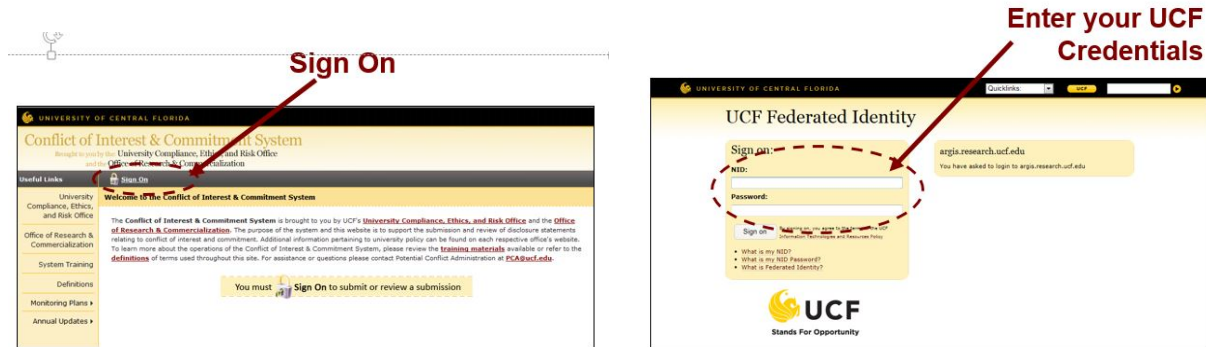- ▪ Submitting the Amendment

Training Sessions available separately:

❖ **Introduction**
❖ **Guidance for Responding/Reviewing Disclosure Questions**
❖ **Submitting an Annual Disclosure**
❖ **Editing an Annual Disclosure or Amendment**
❖ **Reviewing a Disclosure**
❖ **Definitions**

❖ Accessing the form
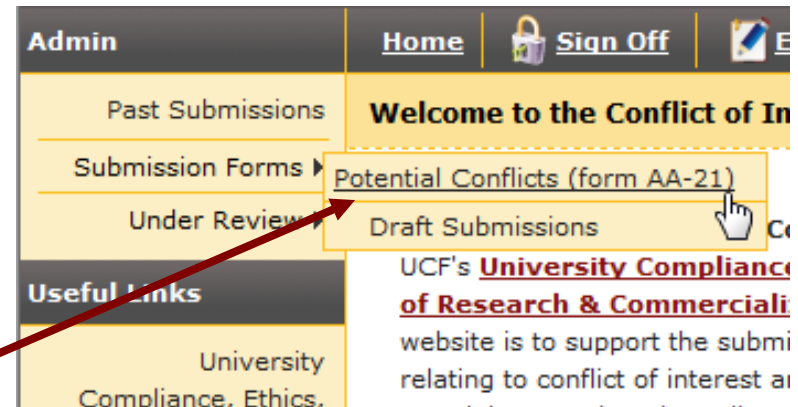
Directly access the COI System at https://argis.research.ucf.edu/coi

Sign On

Use your UCF credentials when prompted to Sign On

Once signed on, the left menu will adjust.

To complete an Amendment to your annual disclosure, you will access the form located under **Submission Forms/ Potential Conflicts (form AA-21)**

❖ Submit the Amendment

- An amendment to your annual disclosure can be made **by completing the AA-21 form again.**

- The form will be labeled as an **"Amendment"**.

- **All 12 questions must be answered, but <u>instead of answering 'Yes' or 'No' you will instead choose:</u>**
  - **Add/Remove Response to/from Annual Disclosure**
  - **No Change to Annual Disclosure**

- The "Add/Remove Response" allows an activity to be added <u>OR</u> to show an activity previously submitted has ended. **Responses to all questions are required.**

❖ **After making a selection from the "Under Review" menu:**

- Select the Potential Conflict Reporting tab.

- The reviewers involved will be displayed, along with dates and comments if the form was sent back and forth.

- Select the date of submission to view the form and any review comments made to date.

❖ Information on COI policies, regulations, and requirements are available on the following websites:

- University Compliance, Ethics, and Risk Office http://compliance.ucf.edu/conflict-of-interest

- Office of Research- Research Integrity Compliance http://www.coi.ucf.edu

❖ For assistance or questions contact the Potential Conflicts Administration email, PCA@ucf.edu