



## IAR: Recertifying Pre-Meeting Conflict of Interest

### A quick start guide for reviewers

**Note:** These steps are needed only if a reviewer has forgotten to sign the pre-meeting COI certification; if a new conflict is found; or under these scenarios — the meeting agenda has changed; the meeting date has changed; or the designation of a reviewer has changed from non-federal to federal or vice-versa.

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

1. The reviewer will see an alert in a box on one of these IAR screens — on the *List of All 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 Action column will be missing.

The reviewer should click on 'click here' in that alert box.

Home Admin Personal Profile Internet Assisted Review eRA Partners

### List of All Applications

Go To: Choose One Meeting: 2019/01 AA-4 1

Meeting Information

Meeting Title: Neuroscience Review Subcommittee Meeting Dates: 10/23/2018-10/23/2018  
 Meeting Identifier: 2019/01 AA-4 1 Critiques Due: 10/24/2018 05:00 PM  
 Meeting Phase: SUBMIT Eastern Standard Time / Eastern Daylight Time

[List All Applications](#) [List Assigned Applications](#)

**ALERT!**  
 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.

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	CT	ESI	NI	Title [Latest eAdditions Date]	Assignment Role	Prelim. Score	Submitted Date	Action
	<a href="#">1 R21 AA123456-01</a> <a href="#">RFA/PA: PA-00-123</a> <a href="#">Review Criteria</a>	OHFF, HANS	No			Peptide therapy for CNS injury				
	<a href="#">1 R21 AA999999-01/TEST</a> <a href="#">RFA/PA: PA-00-999</a> <a href="#">Review Criteria</a>	PARK, SUNNI				Testing				Submit link missing

Figure 1: List of All Applications screen showing the alert

2. The *Pre-Meeting COI certification* will open up.

Note that the system will recognize 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 will then click 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 will be listed.

Signature:

**COI Certification History**

Date Certified	Applications/Proposals Conflict	Reason(s) for (re)certification	Certified By
10/03/2018 09:47 AM		No pre-meeting conflict(s)	Certified - No Conflict HERNANDEZ, PETER GENE
10/03/2018 09:49 AM	1R21AA123456-01A1 - Germanotta, Stephanie 1R21AA999999-01 - Breaux, Christopher Edwin	Pre-meeting conflict(s)	Certified - Conflict(s) Exist HERNANDEZ, PETER GENE
10/03/2018 09:51 AM	1R21AA123123-01- Breaux, Christopher Edwin 1R21AA000321-01A1 - Germanotta, Stephanie	Change of Federal/Non-Federal status	Certified- HERNANDEZ, PETER GENE
10/03/2018 09:53 AM	1R21AA999999-01 - Breaux, Christopher Edwin	Change of meeting agenda	Certified-

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 *List of All Applications* screen. The submit link will now be visible under the Action column.