

IAR: Recertifying Pre-Meeting Conflict of Interest

Note: These steps are needed only if a reviewer has forgotten to sign the pre-meeting COI certification or under these scenarios:

- a new conflict is found or removed.
- the meeting agenda has changed.
- the meeting date has changed.
- the designation of a reviewer has changed from non-federal to federal or vice-versa, either as a result of an actual change in status or as a means to correct a status previously assigned in error.

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.

The screenshot shows the 'List of My Assigned Applications' interface. At the top, there is a 'Go To' button and a search bar. Below that, a table lists applications with columns for Meeting Title, Meeting Identifiers, Current Phase, Meeting Date, and Critique Due. A yellow alert box is present, stating: '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.' A red arrow points to the 'click here' link in the alert. Below the alert, there is a table with columns: Review Order, PSS, Application Number, PI Name, Project Title (Latest Additions Date), Assignment Role, Prelim Score, and Submitted Date. A red callout box points to the 'Submit Link' in the application list, which is missing.

Review Order	PSS	Application Number	PI Name	Project Title (Latest Additions 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		in Preado ... more			
1	U01	FD234567-01 RFA/PA: FD22-005	Kim, Harry	Advantages of ... more			

Figure 1: List of All Applications screen showing the alert to sign COI certification



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

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.

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

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

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.