06 Transcript – Conflict of Interest

**********DISCLAIMER!!!**********

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

**********DISCLAIMER!!!**********

The core values of impartiality, fairness and integrity are fundamental to the peer review process. These conflict of interest (COI) checks are to ensure a fair and unbiased review process.

This tutorial walks reviewers through the COI process in the Internet Assisted Review (IAR) system. When a reviewer receives an invitation to IAR, the reviewer must take certain steps before accessing grant applications and other meeting materials. Reviewers must log in to IAR through eRA Commons, and go to the Confidentiality Agreement link on the List of Meetings screen.

After indicating lobbyist status and signing the Confidentiality Agreement, if a reviewer is invited by the Scientific Review Officer (SRO) to the recruitment phase, the Check Conflicts link will show in the Action column on the List of Meetings screen. This link will take the reviewer to the page where conflicts can be checked.

Reviewers should first click on the Instructions and the Conflict of Interest rules links for details.

A reviewer may not serve on a particular study section or may be asked to leave the room for the discussion, if he or she has a conflict of interest with any of the personnel, group, or organization related to an application for the meeting. Conflicts may involve direct or indirect financial benefits, employment by a scientist submitting the application under review, and more.

Reviewers should carefully go over all the key personnel involved in each application to determine any conflict of interest.

An asterisk next to a PI's name means the PI is the contact PI for the project. The reviewer will need to provide the SRO with this name when discussing a potential conflict. If a reviewer is sure about a conflict, the reviewer should select the 'Conflict' checkbox for the relevant application.

If the reviewer suspects a conflict but is unsure, he or she can select the 'Need to Discuss with SRO' checkbox.

A 'Y' in the Conflict column indicates the conflict of interest has already been recorded in the system by the SRO. Once the reviewer has finished checking applications for conflicts, they can click the 'COI Check Completed' button. If they are midway through checking and would like to come back later to complete the process, they can click on 'Save Work in Progress.'

Clicking on the COI radio button will show them a listing of the applications with which they have a conflict.

Once the reviewer completes the process, the ‘Last COI check completion date’ and time will show on the screen. This is an indication for the SRO to look at the conflicts. The COI check can be completed as many times as necessary, and the time stamp will be accordingly updated.

Those reviewers invited to the Submit phase of a meeting (without going through the recruitment phase), must report any conflicts to the SRO during the Submit phase. To check for conflicts, click the View List of Applications link from the Action column on the List of Meetings screen.

The List of All Applications screen comes up, with the reviewer’s assigned applications as the default display. Select the List All Applications link to display all applications in the meeting. This is important for determining if COIs exist for any other applications.

24.85	1. The list of all applications for this meeting permitted by the SRO comes up. Click the grant number link to bring the Grant Folder up, then select the eApplication to access the application. Look over the names of PIs and all Senior/Key personnel to identify any conflict. Repeat this process for all applications in the meeting, then notify the SRO of any conflicts identified.
25.1	2. Reviewers must sign the electronic Conflict of Interest certification before and after a review meeting. On pre-meeting COI form, click on the hyperlink on top of this page to read the detailed information about Conflict of Interest rules for nonfederal or federal reviewers. This link has a -Fed suffix when the reviewer is a federal employee and a suffix of - Non-Fed if the reviewer is not a federal employee.
15.5	3. Federal reviewers are only required to certify that they comply with their agency's financial disclosure and ethical conduct requirements. Non- Federal Reviewers should click the relevant radio button for the meeting (Only one radio button can be selected).
9.75	4. Reviewers should make sure that the applications with which they are in conflict are correctly listed. If some are missing or added in error, they should contact their SRO.
12.25	5. The Post COI Meeting link only appears after the meeting has started. These are legal documents that must be signed electronically or on paper. If the links are not available, contact the SRO. From the IAR List of Meetings screen, select the Pre-Meeting COI Form link.
26.5	6. Once the 'I certify' button is clicked, the system verifies the data. If applications with conflicts are displayed, but the reviewer has checked no conflict, a warning message states that one or more conflicts may exist. The reviewer can go back and click on the correct checkbox and recertify the form. If the form passes verification, IAR displays the electronic signature on the COI form certification.
15.5	7. At the conclusion of a review meeting, reviewers must sign the Post Meeting COI Form from the List of Meetings screen. Signing this certification is to confirm that they had no additional conflict with the applications discussed at the meeting in their presence.
29.5	8. This concludes the demo for checking Conflict of Interest in IAR. A number of resources are available to you for information on signing Conflict of Interest forms pre and post meeting through IAR. Screen help is available by clicking on the question mark on the IAR screens. We very much appreciate your service as a reviewer. If you still need help, contact your SRO or the eRA Service Desk. Thanks for watching.