

Tip Sheet: What to Do When a Disclosure is Disapproved by the COI Office

After your disclosure is certified, it may be reviewed by the COI Office for completeness. We will make sure that we have enough information to continue our review, and most importantly, make certain that Project Disclosures for NIH/PHS or Department of Energy projects are completed correctly.

If we find a mistake, or if the disclosure is unclear for some reason, we can return it to you for completion by disapproving it. At the time we disapprove it, we will send you an email notification outlining why the disclosure has been disapproved. You may also get a notification from Streamlyne.

Should your disclosure get rejected, you can correct and resubmit it using the following steps.

1. Go into Streamlyne and find your Action List

	Action	Id	Type	Title
	APP	27385	KC COI Disclosure	KC COI Disclosure - COI2022
	APP	27457	KC COI Disclosure	KC COI Disclosure - Annual Disclosure
	ACK	27630	KC COI Disclosure	KC COI Disclosure - Department of Energy
Show	COM	27897	Proposal Development Document	Test DOE Project; Proposal No: ; PI ; Sponsor: Department of Energy;
Show	COM	27915	Proposal Development Document	Test DOE; Proposal No: 91; PI Linnea Ista; Sponsor: Department of E
	APP	27916	KC COI Disclosure	KC COI Disclosure - DOE Biofilm Energy
	APP	27970	KC COI Disclosure	KC COI Disclosure - DOE Fake project
	APP	28007	IRB Protocol	Test UNMSD69 2
	COM	393198	KC COI Disclosure	KC COI Disclosure - Department of Energy
Show	FYI	393200	Streamlyne Research Notification	Proposal Disclosure has been disapproved.

2. Within the action list, you will see 3 items related to the disapproval
 - a. An acknowledgement action next to a green box marked (ACK)
 - b. An FYI/Notification (next to a blue box marked FYI)
 - c. A saved copy of the disapproved disclosure (next to a purple box marked COM)

	Action	Id	Type	Title
	APP	27385	KC COI Disclosure	KC COI Disclosure - COI2022
	APP	27457	KC COI Disclosure	KC COI Disclosure - Annual Disclosure
	ACK	27630	KC COI Disclosure	KC COI Disclosure - Department of Energy
Show	COM	27915	Proposal Development Document	Test DOE Project; Proposal No: ; PI ; Sponsor: Department of Energy;
Show	COM	27915	Proposal Development Document	Test DOE; Proposal No: 91; PI Linnea Ista; Sponsor: Department of Ei
	APP	27916	KC COI Disclosure	KC COI Disclosure - DOE Biofilm Energy
	APP	27970	KC COI Disclosure	KC COI Disclosure - DOE Fake project
	IRB		IRB Protocol	Test UNMSD69 2
	COM	393198	KC COI Disclosure	KC COI Disclosure - Department of Energy
	FYI	393200	Streamlyne Research Notification	Proposal Disclosure has been disapproved.

3. Clear the FYI because it doesn't tell you anything useful.

	APP	28007	2211023332	IRB Protocol	Test UNMSD69 2	ENROUTE	VP Resrch & Ecc VPRED #798A
	COM	393198	1000000205	KC COI Disclosure	KC COI Disclosure - Department of Energy	SAVED	
Show	FYI	393200		Streamlyne Research Notification	Proposal Disclosure has been disapproved.	FINAL	

31 items found, displaying 21 to 30.

« < 1 2 3 4 > »

Take Action Clear All FYI Actions

4. The acknowledgement action, is, frankly, not very useful. It will open a copy of the disclosure and then you will have to select "acknowledge" at the bottom. You can skip this step, but the action will remain in your action list. We are working with Streamlyne to remove this action from your list.

Should you want to remove it, however, click on the blue number next to the ACK

Show	COM	27897	Proposal Development Document	Test DOE Project; Proposal No: ; PI ; Sponsor: Department of Energy;
Show	COM	27915	Proposal Development Document	Test DOE; Proposal No: 91; PI Linnea Ista; Sponsor: Department of Ei
	APP	27916	KC COI Disclosure	KC COI Disclosure - DOE Biofilm Energy

This will open the disclosure, where you cannot do anything but click "Acknowledge" at the bottom.

▼ Certification

Certification

I agree to abide by the [University of New Mexico's Faculty Handbook Policy E-110, Conflict of Interest in Research](https://handbook.unm.edu/e110) [https://handbook.unm.edu/e110] I supply this information for review by the University of New Mexico, and for such other purposes as are required by law, regulation, policy, or contract. I understand and agree that if there is a material change to this information (for example, an acquisition of a significant financial interest or a modification of my existing professional arrangement(s) outside UNM), I must update the associated outside entities and my master disclosure within 30 days of that change.

Certification

In submitting this disclosure, I certify that the information provided is true to the best of my knowledge.

11/01/2022

Reporter Certification Date

> Data Validation

> Route Log

5. To update your disclosure, select the blue number next to the COM tab to open the disclosure.

ACTION	ID	type	title
<input type="button" value="APP"/>	27385	KC COI Disclosure	KC COI Disclosure - COI2022
<input type="button" value="APP"/>	27457	KC COI Disclosure	KC COI Disclosure - Annual Disclosure
<input type="button" value="ACK"/>	27630	KC COI Disclosure	KC COI Disclosure - Department of Energy

- a. Complete the change requested.
 - i. If you are unsure what is needed, please reach out to us at coiresearch@unm.edu or 505.277.1045.
 - b. Certify to submit.
6. The disclosure is now resubmitted.