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 List]

   - **Action**
     - **APP 27385** KC COI Disclosure
     - **APP 27457** KC COI Disclosure
     - **ACK 27630** KC COI Disclosure
     - **COM 27897** Proposal Development Document
     - **COM 27915** Proposal Development Document
     - **APP 27916** KC COI Disclosure
     - **APP 27970** KC COI Disclosure
     - **APP 28007** IRB Protocol
     - **COM 393198** KC COI Disclosure
     - **FYI 393200** Streamlyne Research Notification

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

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.

   This will open the disclosure, where you cannot do anything but click “Acknowledge” at the bottom.
5. To update your disclosure, select the blue number next to the COM tab to open the disclosure.

   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.