How to Submit a Research Based Certification
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1. **Navigate to your Research Based Certification**

Research Based Certifications (RBCs) will be generated when a Funding Proposal is awarded. Upon generation of the RBC, you will receive an email notification from COI Tracks. To access this RBC, log into COI Tracks and navigate to your inbox. Your RBC will be located within your inbox. Click the link to be taken to your RBC Disclosure Workspace.
2. Populate the RBC Disclosure Certification Pages

Within the Disclosure Workspace, you will see an “Edit” button on the left hand side of the screen. Click this button to open the Disclosure Certification Form.

If you have previously submitted a Disclosure Certification, the information you entered will be pre-populated on the Form pages.

If you have not previously submitted a Disclosure Certification, the first page of the Form contains some basic questions regarding your UAMS responsibilities. Provide answers to all the applicable questions. Please note – questions with a red asterisk (*) are required.
As you move through the Form, be sure to answer all questions to the best of your ability. To move from page to page, use the Continue/Back buttons or you can use the “Jump to” drop down menu.
3. Add Disclosures to the Submission

The Disclosure Details page allows users to add their disclosures (i.e. Significant Interests) to the submission. Within these disclosures, the user can specify the nature and degree of his or her Significant Interests. To add disclosure, click the “Add Disclosure” button.

Upon clicking “Add Disclosure,” a pop-up window will appear. Within this window, the user will be asked to select the outside organization with which they have a Significant Interest. Once an organization is selected, click OK.
The first page of the Disclosure Form asks for general information regarding your relationship. Once this page is completed, continue through the rest of the pages to specify the nature of your relationship with the organization.

The final page of the Disclosure Form will summarize that data you have entered for that specific organization. Click Finish to be taken back to the Disclosure Details page where you can add additional organizations.
Once you have been taken back to the Disclosure Details page, you can continue to add as many organizations as necessary.

When you have finished adding all organizations with which you (or an Immediate Family Member) have a Significant Interest, click Continue to be taken to a research-specific page.
4. **Populate Research-Specific page**

After the Disclosure Details page, you will branch to a research-specific page. Confirm that the research details displayed are correct, and answer the question at the bottom of the page.

When finished, click Continue to be taken through the rest of the pages and complete your submission.
5. **Submit the Disclosure Certification**

Once all required questions have been answered on the Disclosure Certification Form, it is ready to be submitted. There are two different ways to submit:

1) **On the last page (titled “Assurance and Certification”), check the box at the bottom of the page and click Finish.**

   ![Image of Assurance and Certification form](image1)

   **Tip:** Before you finish, ensure your disclosure certification for everything is at least one click above the finish box. DO NOT click the certification box.

2) **Within the Disclosure Workspace, execute the Submit Disclosures activity.**

   ![Image of Disclosure Workspace](image2)
6. **Log Comment**
The Log Comment activity logs your notes in the history of the submission. These notes are available to everyone.

7. **Send Email**
The Send Email activity allows you to send an email message and attachments to the discloser, COI Administrators, COI Committee members, Department Chairs, or College Deans.