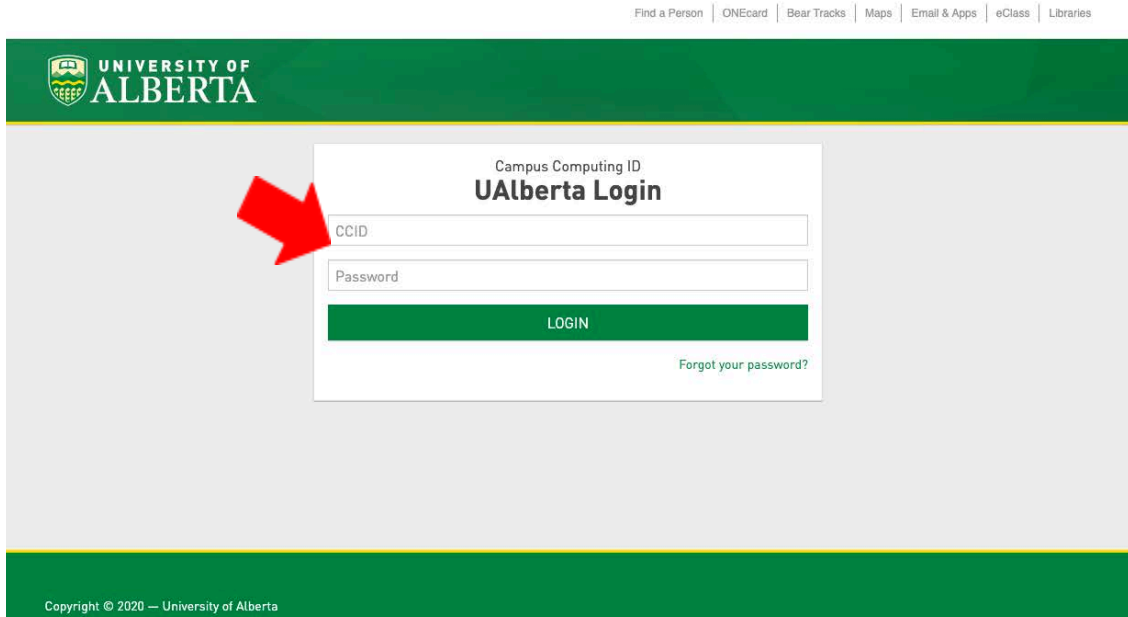
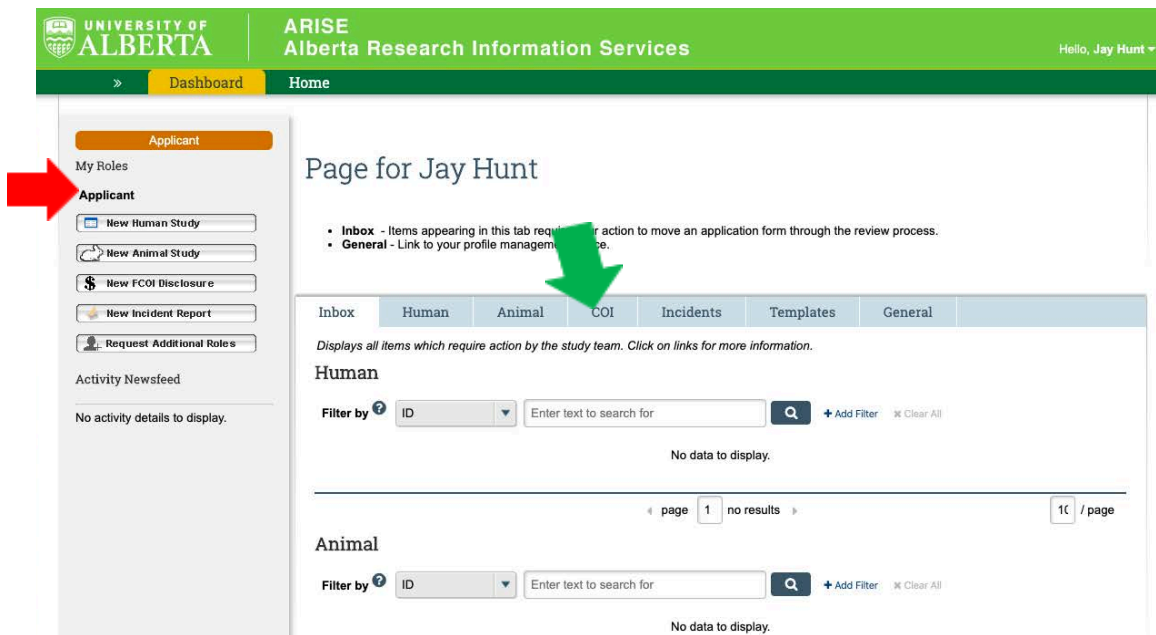


How to navigate ARISE to complete a Conflict of Interest (COI) Disclosure

1. Navigate to ARISE (Alberta Research Information Services, previously REMO) at <https://arise.ualberta.ca/> Please have pop-up blockers disabled.
2. Login to ARISE (**red arrow**) using your CCID and password (the same as for your @ualberta.ca account). Don't have a CCID/@ualberta.ca account? Contact the Designated Official at nih@ualberta.ca



3. Logging in will bring you to your default ARISE inbox. Be sure you are in the 'Applicant' role (**red arrow**). This will cause 'Applicant' to appear in **orange** in the top left and for your COI inbox to display. The COI tab (**green arrow**) will house a list of your COI disclosures. Click on the COI Tab.



4. This will bring you to all your COI disclosures. Each project requires it's own disclosure. There will be three tables: COI (red arrow), Amendments (blue arrow) and Renewals (green arrow). Depending on your project and the stage of your disclosure, it will be housed in one of these tables. To enter a new disclosure for a project, click on the New FCOI Disclosure button (purple arrow). The enter a previously disclosed project, click on the projects title (grey arrow).

The screenshot shows the ARISE dashboard for Jay Hunt. The left sidebar contains navigation options: 'New Human Study', 'New Animal Study', 'New FCOI Disclosure' (highlighted with a purple arrow), 'New Incident Report', and 'Request Additional Roles'. The main content area is titled 'Page for Jay Hunt' and features a tabbed interface with 'COI', 'Amendments', and 'Renewals' tabs. The 'COI' tab is active, displaying a table with one item: COI00001269, 'Longitudinal study of gut microbiome', dated 1/17/2020 12:27 PM, with a state of 'No Conflict of Interest' and RES# RES0098989. The 'Amendments' and 'Renewals' tabs are currently empty. A red arrow points to the 'COI' tab header, a blue arrow points to the 'Amendments' tab header, and a green arrow points to the 'Renewals' tab header. A grey arrow points to the 'Longitudinal study of gut microbiome' project title.

5. Once you enter a study page, you will see the project information along the top of the page. You can see the state of the disclosure in the top left (red arrow) and view your disclosure on the top left (green arrow). You can contact staff using the 'Email NIH Designated Official' link (blue arrow), this is the best way to communicate within the system. The grey arrow indicates how to create an amendment (if your financial interests have changed) or create a renewal (annual renewals). The purple arrow indicates the area devoted to the historical activities for this disclosure.

The screenshot shows the detailed view for COI00001269. The 'Current State' is 'No Conflict of Interest' (highlighted with a red arrow). The project title is 'Longitudinal study of gut microbiome', the discloser is 'Jay Hunt', and the funding source is 'National Institutes of Health (NIH)'. The 'Approved Date' is 'Friday, January 17, 2020'. The 'History' table shows the following activities:

Activity	Author	Activity Date
PAA COI00001269_REN1 completed.	Reviewer, John	1/24/2020 9:49 AM
PAA Opened	Hunt, Jay	1/17/2020 12:34 PM
View Renewal: COI00001269_REN1		
No Conflict of Interest	Reviewer, John	1/17/2020 12:27 PM
Submit Disclosure	Hunt, Jay	1/17/2020 12:24 PM

Arrows indicate: a red arrow to the 'Current State' indicator, a green arrow to the 'View Disclosure' button, a blue arrow to the 'Email NIH Designated Official' link, a grey arrow to the 'Create Amendment' button, and a purple arrow to the 'History' tab.