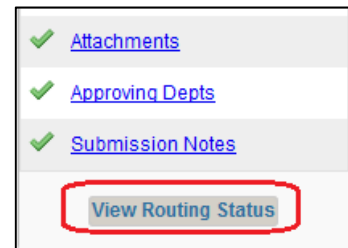


→ Anyone with access to the proposal may view the compliance tab/COI grid via the “Proposal Routing Status” screen.

To access the “Proposal Routing Status” screen, log into RAMSeS (ramses.unc.edu), then:

1. From the Proposal Dashboard, click the **View Routing Status** button (at the bottom of the IPF Item List).
2. From the **Proposal Routing Status** screen, select the **Compliance** tab to view the COI grid.



The screenshot shows the RAMSeS web interface. The top navigation bar includes 'HOME', 'MY DASHBOARD', 'HELP', 'REPORTING', and 'LOGOUT'. The left sidebar contains various dashboard links. The main content area is titled 'Proposal Routing Status' and shows proposal details for a proposal with a 'coversheet' 424. The 'Compliance' tab is selected and highlighted with a red box. Below the tabs is a 'Compliance Note' field. Under 'Human Research', a message states 'No Human Studies have been added to this proposal'. Under 'Animal Research', it says 'This proposal does not involve Animal Research.' The 'Conflict of Interest' section is highlighted with a red box and contains a table with 6 records.

Entity	Person	Role	Added Post Approval	AIR ID	Disclosure Submitted	Review Process	Review Result	Review Complete	Training
UNC-CH	[Redacted]	Postdoctoral Research Associate	No		✗	Unsubmitted		✗	✗
UNC-CH	[Redacted]	Investigator	No	18-12345	✓	Staff Review		✗	✓
UNC-CH	[Redacted]	Investigator	No	18-22111	✓	Chair Review		✗	✓
UNC-CH	[Redacted]	Technical Staff	No	n/a	n/a	n/a	n/a	n/a	✗
UNC-CH	[Redacted]	Technical Staff	No	n/a	n/a	n/a	n/a	n/a	✗
UNC-CH	[Redacted]	Lead Principal Investigator	No	17-33180	✓	Completed	No Conflict	✓	✓

## HOW TO READ THE GRID:

✓ means all is completed

✗ means that something is not completed or submitted

### Columns to focus on:

**AIR ID:** The number assigned to the COI disclosure in the AIR system (air.unc.edu), useful reference when contacting the COI Program with questions.

**Disclosure submitted:** if there is a Red ✗ in this location, it means the individual has not yet submitted their COI disclosure.

**Review Process:** This column has been added to provide more information, as detailed below, as to the status of the disclosure as it moves through the COI process. Following are the possible statuses that may be shown after the initial submission:

- Potential Conflict – submitter has indicated a potential conflict and the COI disclosure is in route via the system.
- Pending - the disclosure has been triaged by the COI Program into a hold area *pending* the outcome of funding. **COI review only begins once a notice of funding has sent by OSR.** This notice is displayed as “Award Received” on the General Tab.

**When OSR notifies the COI Program that the proposal has been funded, any of the following statuses may appear. Not all of them and not in the order listed. Some disclosures, based on responses received or reviews, may move back and forth between these stages:**

- Staff Review –the COI disclosure is in the review bucket in the COI Program and assigned to a staff member. Note that a disclosure can go from the staff to a COI Chair and then back to the staff.
- Awaiting Submitter Response – question(s) have been sent to submitter and the COI Program is awaiting a response.
- Submitter Change Needed – changes to the proposal or other areas have been requested by a COI Committee and/or COI Program. The review cannot move forward until submitter makes required changes and confirmation has been made by the COI Program.
- Waiting on Sponsor/UNC Office – question(s) have been sent to the sponsor or another UNC office and the COI Program is awaiting their response.
- Chair Review – the applicable COI Committee chair is reviewing the COI disclosure.
- Designated Review – a designated reviewer is reviewing the COI disclosure.
- Committee Review – the COI disclosure has been assigned to the applicable COI Committee for review. Committee meetings are generally once a month.

**When all items are related to the COI disclosure are completed to the COI Chair(s)/Committee satisfaction, including report to the Sponsor if necessary, then:**

- Completed – the review is complete, review result will appear and a green check will appear in the Review Complete Column.

**Review Results:** Are visible to everyone but do not impact processing except for “deferral”. The deferral status means additional information has to be obtained and the disclosure will have to go back to COI Committee for review.

**Review Complete:** Will reflect the total status of the review - either the green check or red X.

**Training:** Research COI Training available on-line through coi-training.unc.edu. It is required of everyone at UNC-CH who is listed on the grant, including technical staff or undergraduates. It is valid for four years. Completion of training is subject to the “hard stop” meaning set-up of the award account will not occur until everyone’s COI training is completed.

NOTES: COI review generally takes about 4 weeks after the COI Program has been notified. Cases to committee may take longer.