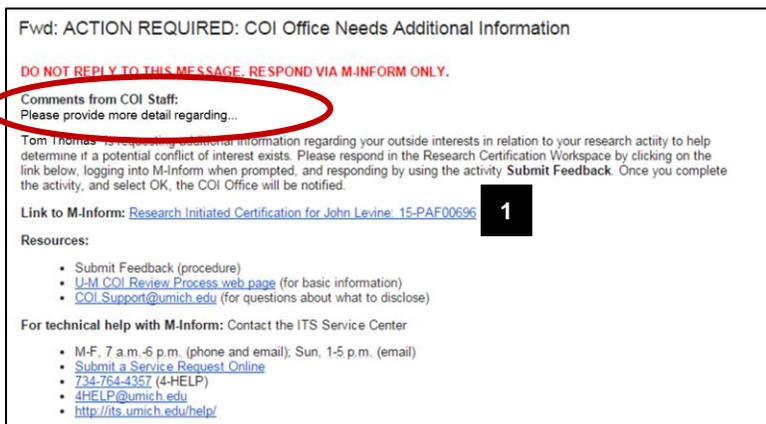


Submit Feedback to COI Office

Research Initiated Certifications (RCs) created by the COI Office require the discloser to provide additional information about their outside interest disclosure by [submitting responses to a series of questions](#).

While reviewing the discloser's responses to these questions, the COI Office may require additional information from the discloser. If so, the discloser receives an email notification containing comments from COI Staff and a link to the RC.

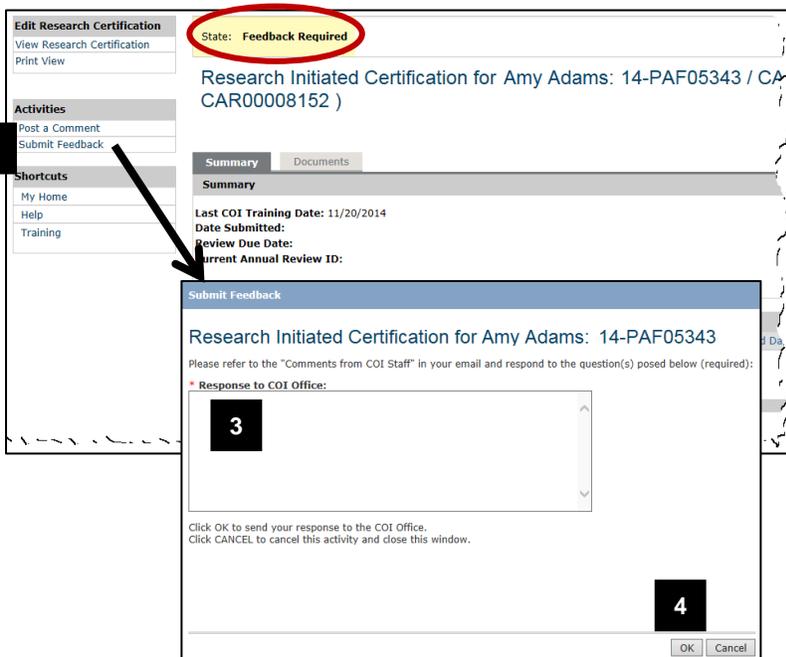
Email from COI Staff to Discloser



1. After reviewing the **Comments from COI Staff** provided in the email notification, click the link to the RC.

Note: The comments from COI Staff can also be viewed in the Activity History at the bottom of the RC workspace. Once submitted, feedback from the discloser also displays in the Activity History.

Research Certification workspace



The state of the RC is **Feedback Required**.

2. In the RC workspace, click **Submit Feedback**.
3. Type your **Response to COI Office** in the field provided.
4. Click **OK**.

The state of the RC changes to **Feedback Received**.