Upon reviewing your outside interest disclosure, the COI office may request additional information in the form of a Research Initiated Certification (RC) to help determine if a potential conflict of interest exists. This procedure outlines how to submit your responses to the COI Office via M-Inform after receiving an email notification of a Research Initiated Certification.

The RC can be accessed via:

- The Research Initiated Certification link in the email notification
- The Action Required tab in the Discloser’s Home Workspace

Email from COI Reviewer to Discloser

1. Click the link in the email to log into M-Inform.

   Note: You may need to enter your UMID and password.

OR

Accessing via M-Inform Home Workspace

1. If you are already logged into M-Inform, click the Name of the Research Initiated Certification under the Action Required tab.
Research Initiated Certification – Introduction

2. Read the instructions and click Continue.

The questions you see in the RC will vary based on the type of information required to determine if there is a potential conflict of interest for the situation as reported in your outside interest disclosure. The potential conflict situation is created by the combination of the external entity, your activity with that external entity, and your sponsored research conducted at or through the University of Michigan. In general, the additional information may be about:

- People’s roles and work on a project (e.g., you as the U-M Investigator, the outside entity, students/trainees, or junior faculty)
- Details concerning the research project(s) involved, including specifics about intellectual property, small business innovation research (SBIR), small business technology transfer (STTR), or human subjects research

The steps below depict an example of the questions to demonstrate the system functionality. Not all possible questions on the RC are shown.

Additional Information Page

3. Enter your specific duties, deliverables and responsibilities on the research project.

4. Enter a brief description of what your work at U-M entails.

5. Click the appropriate radio button to answer the next two questions about data collection and analysis.

Note: If your answer is “Yes”, an additional question will display.

6. Enter the outside company’s duties/deliverables.
7. Click the appropriate radio button to provide information about students and/or trainees on the project, including
   - Supervision of students/trainees
   - Student/trainee employment by the outside company
   - Financial relationship between the outside company and the student’s thesis committee members
   **Note:** “Yes” answers may display additional questions.

8. Click the appropriate radio buttons to answer the human subjects questions.

9. Click **Continue**. The Research Certification Workspace displays.

10. Click **Submit Response**.
    **Note:** The system validates that all required sections have been completed. You must correct any errors before continuing.

11. Enter comments, if desired.

12. Click **OK**.