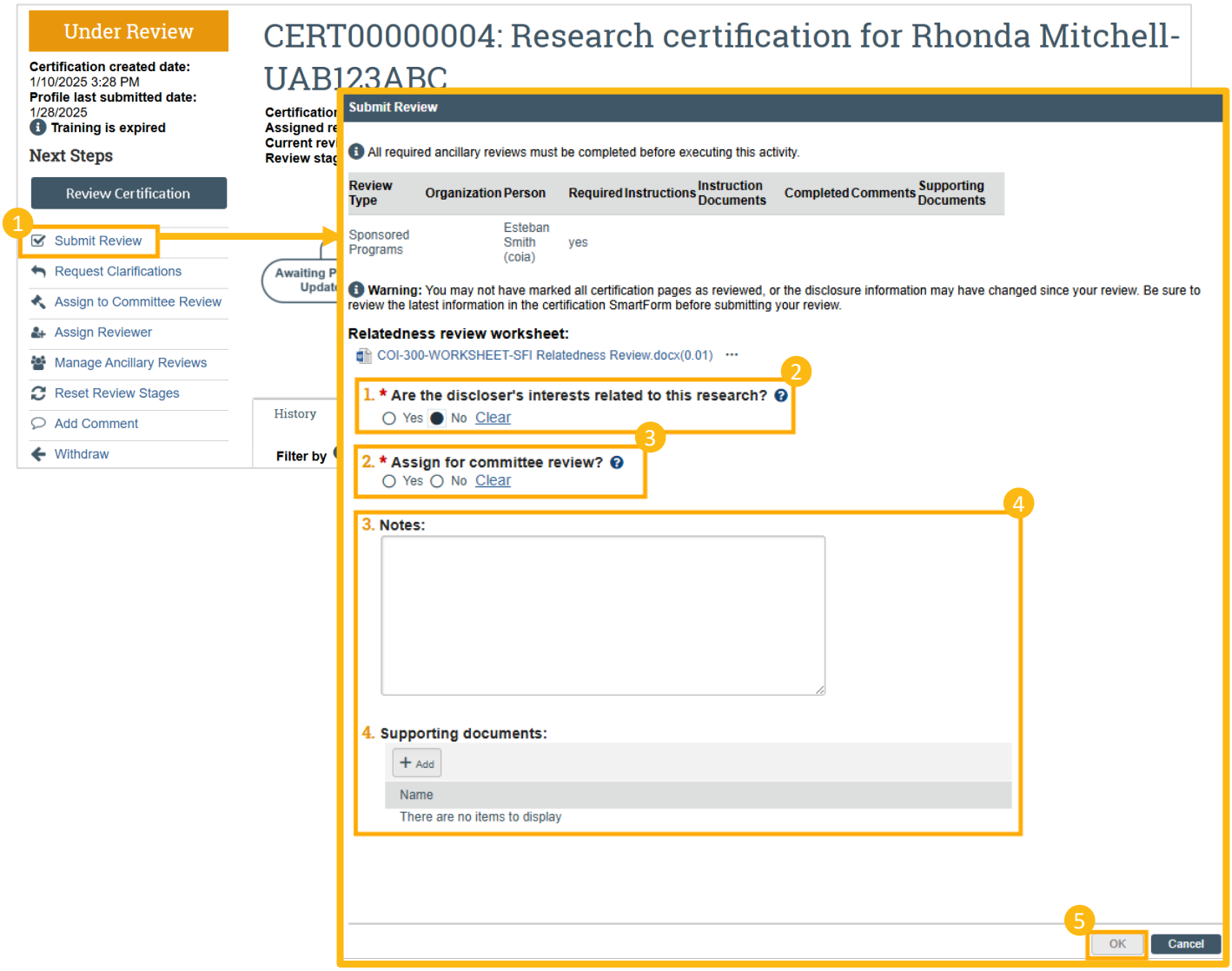
Submit a Review

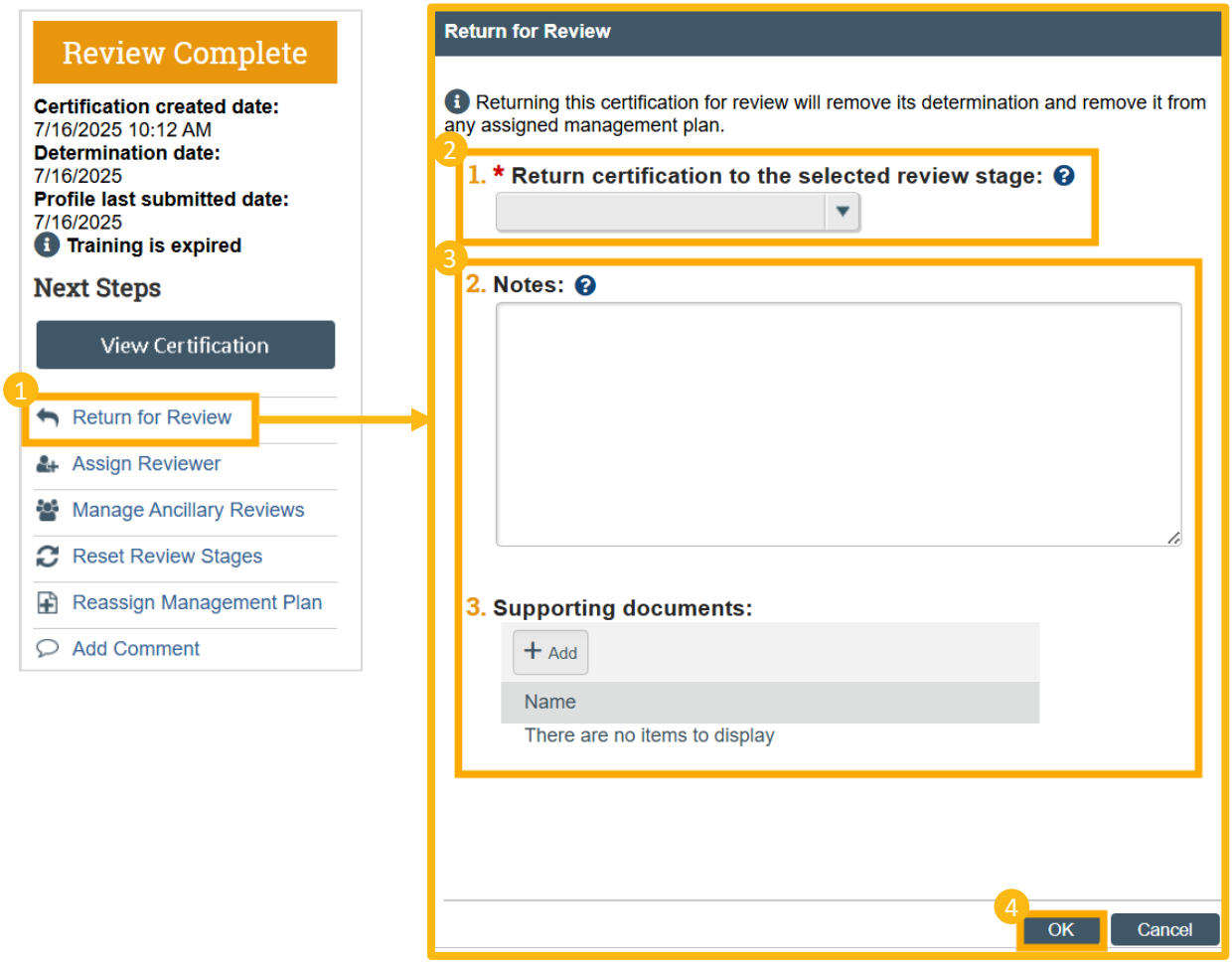
This guide describes the steps to submit a review of a certification. After you have reviewed a research certification, compared the discloser's interests with a research project to determine if they are related, and considered the intermediate reviews, you are ready to submit your review. This guide will cover how to submit a review for the three different determinations: Unrelated, No Conflict, and Requires Management Plan.

Unrelated

1. **From the research certification workspace, click Submit Review. The Submit Review activity appears. Select No for the question, "Are the discloser's interests related to this research?". Answer either Yes or No for the question "Assign for committee review?". Add any notes or supporting documents, then click OK.**



2. **You are returned to the research certification workspace. The status is in Review Complete, and the determination is Unrelated. Let's say you made a mistake and needed to return the certification for review, click Return for Review. The return for review window appears. Choose the selected review stage you wish to return the certification to, add any notes and supporting documents, and click OK.**



You are now returned to the Review state. The state is Review Complete, and the determination is Unrelated.

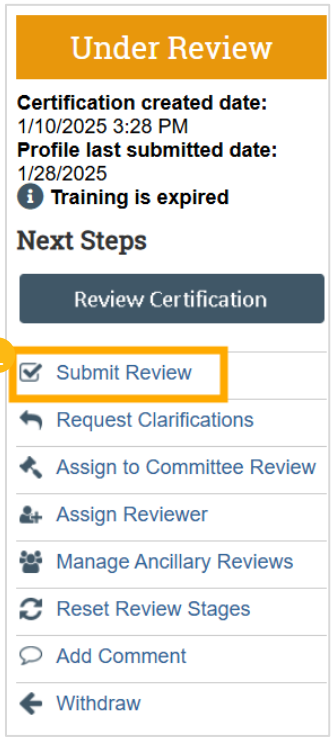
Submit a Review

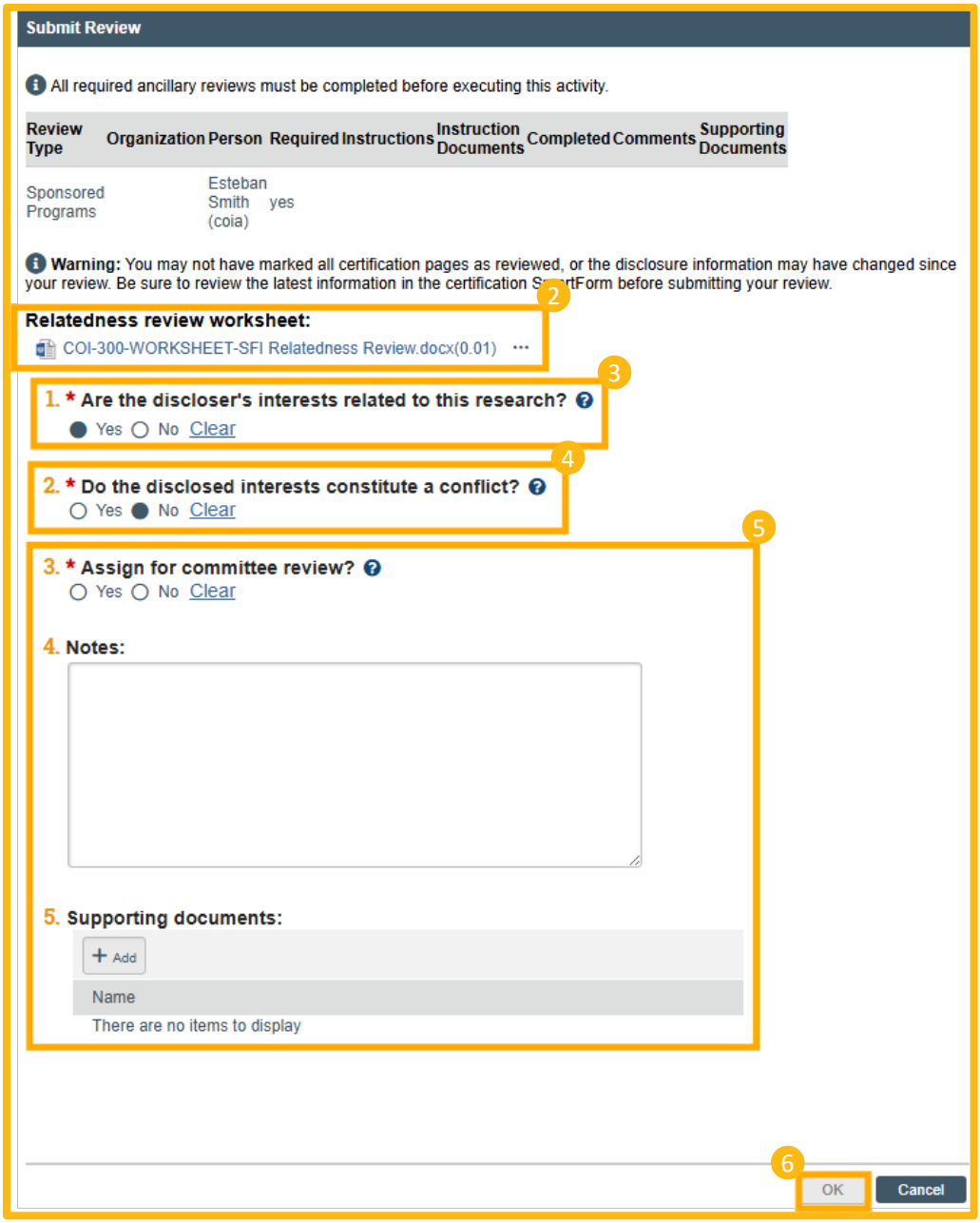
No Conflict

1. **From the certification workspace, click Submit Review, the submit review page opens.**

Note: see the Relatedness Review Worksheet. This is included to help you determine whether a significant financial interest is related to research. This is here for guidance, it does not have to be completed.

2. **Suppose you've determined that the discloser's interests are related to the research. Click Yes for the question, "Are the discloser's interests related to this research?". The question, "Do the disclosed interests constitute a conflict?" appears, click No if you have deemed there is no conflict. Complete the rest of the form and click OK.**





You are now returned to the certification workspace, the state is Review Complete, and the determination is No Conflict.

Submit a Review

Requires Management Plan

1. From the certification workspace, click Submit Review.
2. Select Yes for the question “Are the discloser’s interests related to this research?”
3. Select Yes for the question “Do the disclosed interests constitute a conflict?”.
4. Click Add to describe the conflict. Describe the conflict and select the disclosure entity.
5. For the “Assign for committee review question?”, select Yes if your review is must be completed before committee review. If you select Yes, you have the option to upload a suggested management plan.
6. If you click No, the follow up action appears. If no management plan exists, select “Create Management Plan”. You will be assigned as the default management plan creator. Assign a management plan name and add a suggested management plan document. If a management plan already exists for the investigator, click “Associate to Existing Management Plan”, then select the plan.
7. Add any notes and supporting documents and click OK.

You will return to the certification workspace and the state is Review Complete and the determination is Requires Management Plan.

