

## Here is a brief overview of locating and submitting changes to your Interest Inventory:

1. To submit changes to your Interest Inventory, please navigate to your Interest Inventory workspace by logging into the **ARC system** and selecting it under the **COI** tab.

### Quick Links

ARC Training Materials

Research Integrity & Compliance

### Human Subjects

Go to BullsIRB

### Animal Subjects

New IACUC Study

### Conflict of Interest

New COI Disclosure

New COI Interest Inventory

- **Inbox** - Items appearing here require immediate action by you to move your submission through the review process. Click on the Name to access that item.
- **Monitor** - Check the progress of your submissions using the other tabs. Items under these tabs do not require any action by you.
- **ARC Updates** - View changes that are made to the ARC system that may affect your application or review process [here](#).

Inbox	IRB	IACUC	Approved Studies	Profile	COI
ID	Name	Date Modified	State		
COI-00009936	COI-pi-Maria PHS-funded research project-1	10/28/2020 10:05 AM	Review Complete: Management Plan		
COI-00009933	COI-pi-Tony's test project	10/7/2020 3:05 PM	Under Monitoring Plan		
COI-00009927	COI-pi-Maria PHS-funded research project	10/26/2020 11:36 AM	Archived		
COI-00009925	COI-pi-Tony Test Error	3/26/2021 12:54 AM	Pre Submission		
COI-00009915	COI-pi-Test-1	1/6/2022 11:19 AM	Administrator Review		
COI-00009913	COI-pi-test	1/14/2020 3:13 PM	Withdrawn		
COI-00009912	Rebecca Simms (PI)'s Interest Inventory	3/12/2021 3:31 PM	Submitted		
COI-00009907	COI-pi-TM - Issues00001571 Testing	1/14/2020 3:16 PM	Submitted		

8 items      page 1 of 1

2. Review your interest inventory and update your interests by selecting the "Edit Disclosure" button. Once you have reviewed/updated your Interest inventory, save and exit the form.

### Current State

Submitted

Edit Disclosure

Printer Version

View Differences

### My Activities

Submit Changes

Certify Annual Review

(Interest Inventory Template)

### Interest Inventory for: Rebecca Simms (PI) TEST (COI-00009912)

Date Last Submitted: 2/13/2015

Expiration Date: 10/26/2021 12:00 AM

Current Federally-Funded Projects? Yes

Training Completion Date: 10/26/2020

Training Expiration Date: 3/12/2021

#### Submit Changes Instructions

Federally funded investigators must update the Interest Inventory within 30 days of discovering or acquiring a new Significant Financial Interest.

To update your Interest Inventory:

1. Select "Edit Disclosure" on the top left side of this page to access the form.
2. Review and update your responses in the form as needed.
3. Complete the "Submit Changes" activity located on the left side of this page under "My Activities."

#### Renewal Instructions

Your Interest Inventory is due for renewal. To complete the renewal process:

1. Select "Edit Disclosure" on the top left side of this page to access the form.
2. Review and update your responses in the form as needed.
3. Complete the "Certify Annual Review" activity located on the left side of this page under "My Activities."

3. After editing your Interest Inventory, complete the "Submit Changes" activity. This activity will submit the changes made to your Interest Inventory and send a notification to the COI Program for review.

### Current State

Submitted

Edit Disclosure

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View Differences

### My Activities

Submit Changes

Certify Annual Review

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