COI Discloser Quick Guide

This quick guide provides step-by-step instructions for updating COI disclosures in the WRAP system. It also covers responding to clarification requests, reviewing and accepting management plans, and submitting pre-approval requests. The guide walks participants through navigating the WRAP COI module tools, ensuring they can comply with institutional policies and effectively manage potential conflicts.

Steps

Access

Training (Staging) Access

1. Navigate to WRAP Electronic Research Administration Systems: https://researchoperations.wvu.edu/resources/administration-and-compliance-systems
2. Click the **WRAP Test** button.
3. Click the Client Login button.
4. Sign in with your SSO credentials

Production Access

1. Navigate to WVU Research Operations Website: https://researchoperations.wvu.edu/home
2. Click the **WRAP** button.
3. If prompted sign in with your SSO credentials

Exercise #1: Update the Discloser's Disclosure Profile

1. **Once you are logged in** as the discloser, click the **COI tab.**
2. **Under the Disclosure Profiles** open your **Disclosure Profile** and review the current state and any required actions.
3. **Read** the instructions provided in the Instruction Center.
4. **Edit the Disclosure Profile** and fill out the SmartForm with appropriate responses. Review the following views, populating any required fields, and clicking the **Continue** button to move to the next page:
    - **Instructions and Policies:** Acknowledge the certification as required by checking the appropriate box.
    - **Institutional Responsibilities:** Check the appropriate box that identifies your role and indicate whether you engaged in any research that is unfunded or institutionally/departmentally funded
    - **Entity Disclosure Information:**
        - Indicate whether any financial interests exist.
        - Add relevant entity information and complete required fields.
        - Update any stock ownership information as necessary.
    - **Attestations:** Check the box to attest to the information

- **Additional Questions:** Indicate whether the applicant or participant party to a foreign talent recruitment program.
- **Complete Disclosure Profile** following the given instructions.

5. **Finish** the process and verify that the new entity appears under the Disclosures tab.

Exercise #2: Respond to the Clarifications Request

1. **Open the Disclosure Profile** and note the state of the request (e.g., "Action Required").
2. **Read the Instruction Center** for additional details.
3. **Submit a Response** by updating the relevant fields and providing the necessary clarification.
4. **Confirm the Response** has been entered and review the updated state to ensure the request is resolved.

Exercise #3: Review and Accept a Management Plan

1. **Open the Disclosure Profile** and check the current state (e.g., **Action Required**).
2. **Review the Management Plan** as provided in the Instruction Center.
3. **Click Review and Accept Plans**:
    - Review the management plan.
    - Accept the plan.
4. **Confirm** the acceptance by verifying that the Disclosure Profile status has changed to **No Action Required.**

Exercise #4: Create and Submit a Pre-Approval Request

1. **Create a Pre-Approval Request**:
    - While logged in as the discloser, navigate to the **Request Pre-Approval** section.
    - **Request Information**
        - **Request name/title:** Provide a name
        - **Type of request:** Select the type of pre-approval request.
        - **Are you involved in any research at WVU related to this requested activity?**
        - **Describe the research related to this requested activity and any additional information.**
        - **Describe if you are involved in an SBIR or STTR grant or application related to the entity you are requesting.**
    - **Activity Information**
        - Complete the form and provide a description of the proposed activity.
        - Finalize the request but note that it remains in a Pre-Submission state.
    - **Submit the Request**:
        - From the Requests Workspace, locate the pre-approval request you wish to submit.
        - Click **Submit** and agree to the terms.
        - Confirm submission and the request will be moved to the **Under Review** state.

Exercise #5: Respond to a Clarification Request for a Pre-Approval Request

1. **Receive Notification**: You will receive an email if a reviewer needs additional information about your pre-approval request.
2. **Review the Request**:
    - Open your disclosure profile.
    - Click the **Pre-Approval Requests** tab.
    - Click the pre-approval request with the status **Clarifications Requested**.
    - Click **Submit Response**.
3. Submit Your Response:
    - Review the clarification request and any attached documents.
    - In the **Comments** field, provide your response. Attach any supporting documents if necessary.
    - Click **OK** to submit.
4. Completion:
    - A notification will be sent to the reviewer, and the status of your request will change to **Under Review**.

Exercise #6: Update Disclosures Once PAR Is Approved

You need to update your profile once PAR is approved

If No Financial Interests or Activities to Disclose:

1. **Access Disclosure Profile**:
    - On the disclosure workspace, click **Edit Disclosure Profile**.
2. **Complete COI Training**:
    - On the Instructions and Policies page, check the box for "I certify that I have read and understood the education materials presented to me."
    - Click **Continue**.
3. **Indicate No Disclosures**:
    - Select **No** for the question "Do you have any financial interests and/or outside activities to report?"
    - Click **Continue**.
4. **Complete Profile**:
    - Click **Complete Disclosure Profile Update** and then click **OK**.

    Note: The Disclosure Profile will change to **No Action Required**.

If You Have Interests to Disclose:

1. **Access Disclosure Profile**:
    - On the disclosure workspace, click **Edit Disclosure Profile**.
2. **Complete COI Training**:
    - On the Instructions and Policies page, check the box for "I certify that I have read and understood the education materials presented to me."
    - Click **Continue**.
3. **Indicate Yes for Disclosures**:

- Select **Yes** for "Do you have any financial interests and/or outside activities to report?"
- Click **Add** in the entity disclosures section.

4. **Add Entity Disclosure**:
    - Select the **Entity** and add details. If not listed, use the Write-In Entity form.
    - Select the **Relation to Discloser** and **Disclosure Types**.
    - Answer additional questions based on the Disclosure type.
    - Click **OK** to add the entity or **OK and Add Another** to disclose more entities.
5. **Complete Profile**:
    - Click **Complete Disclosure Profile Update** and then click **OK**.

    Note: The Disclosure Profile will change to **No Action Required**.

View Disclosures:

Click **View** on the **Disclosures** tab.