

## 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**

View Research Certification	State: Feedback Required
Print View	Descent Initiated Contification for Annu Adamse 44 DAE05040
	Research Initiated Certification for Amy Adams: 14-PAF05343
Activities	CAR00008152)
Post a Comment	
Submit Feedback	
Shortcuts	Summary Documents
My Home	Summary
Help	Last COI Training Date: 11/20/2014
Training	Date Submitted:
	Review Due Date:
	urrent Annual Review ID:
	Cubmit Condback
	Subinit Feedback
	Descereb Initiated Cartification for Army Adams, 14 DAE05242
	Research initiated Certification for Amy Adams. 14-PAF05343
	Please refer to the "Comments from COI Staff" in your email and respond to the question(s) posed below (required
	* Response to COI Office:
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	Click OK to cond your response to the COI Office
	Click CANCEL to cancel this activity and close this window.
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	OK Cancel

## 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**.