



## Training Curriculum Breakdown: Department Chairs (COI)

Below is the recommended training curriculum outline for **Department Chairs**. All materials can be accessed by logging into MasonLEAPS. The direct link to access the full **Department Chairs** curriculum can be found here:

[Full Department Chair Curriculum in MasonLEAPS](#)

Material Type	Introduction to RAMP COI
Video	Conflict of Interest Overview
Video	Key Concepts
Video	Review Workflow Overview
Material Type	Introduction and Navigation
Guide	Introduction and Navigation
Video	Navigate the Research Certification Workspace
Material Type	COI Department Chair Training
Video	Review a Research Certification
Guide	Review a Research Certification
Video	Request Clarification
Guide	Request Clarification
Video	Submit an Intermediate Review
Guide	Submit an Intermediate and Final Review
Guide	Return for Review
Guide	Assign a Reviewer
Guide	Add Comments for Other Reviewers
Video	Review a Pre-Approval Request
Guide	Review a Pre-Approval Request
Guide	Create and Manage a Management Plan
	Assign Management Plan Creator
	Assign Monitors to a Management Plan
	Add the Management Plan Document
	Send the Management Plan to Discloser
	Update the Conflicts in a Management Plan
	Submit Response to the Discloser
	Reassign a Certification to a Different Management Plan