

RAMP COI: New Research Project Relatedness Statement

Once a Discloser has been associated with a new research project, they will receive the following email notification:

"You have been added to the above research project and your Disclosure Profile currently requires that you review and confirm that your disclosures are up-to-date. Follow the link included in this email to log in and complete a Disclosure Profile update. Please remember to add a 'Related Context' statement for the new research project."

Follow the steps below to properly update your disclosure profile for any new project.

Edit your Disclosure Profile

Upon entering your COI Dashboard in RAMP, select Edit Disclosure Profile.

Instruction Center Action Required Review disclosure information in the disclosure profile. When all disclosure information is current and accurate, click on the Complete Disclosure Profile Update button. Reason Discloser manually updated the disclosure profile Edit Disclosure Profile

Next, in the Complete Disclosure Profile SmartForm select Complete Disclosure Profile Update.

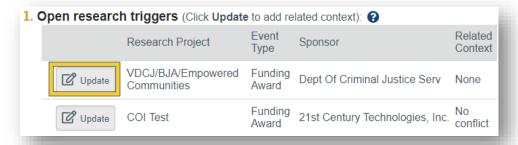
Complete Disclosure Profile

Click the Complete Disclosure Profile Update button to satisfy the following:

Discloser manually updated the disclosure profile

Complete Disclosure Profile Update

From the pop-out window, select the **Update** button for the new research project.

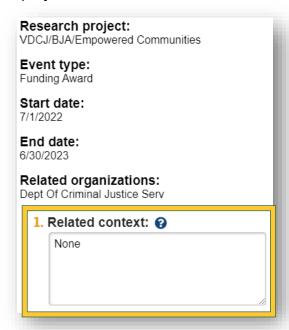




Add a 'Related Context' statement

By default, the Related Context will read "None." Disclosers must update this field by providing as much detail as possible to support whether they feel that their disclosures are related or unrelated to any aspect of the research project.

This information will assist reviewers in making a relatedness and conflict determination when comparing your disclosures to this research project.



After updating the Related Context field, select OK in both pop-out windows, this will bring you back to your COI Dashboard.

COI Disclosers Curriculum