

## 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**.

### Disclosure Profile for Margaret Ewell

#### 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.

#### 1. Open research triggers (Click **Update** to add related context): ?

	Research Project	Event Type	Sponsor	Related Context
	VDCJ/BJA/Empowered Communities	Funding Award	Dept Of Criminal Justice Serv	None
	COI Test	Funding Award	21st Century Technologies, Inc.	No conflict

## 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.

**Research project:**  
VDCJ/BJA/Empowered Communities

**Event type:**  
Funding Award

**Start date:**  
7/1/2022

**End date:**  
6/30/2023

**Related organizations:**  
Dept Of Criminal Justice Serv

**1. Related context: ?**  

None

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