Accepting a Management Plan in the Research Administration Portal

1. After logging into the <u>Research Administration Portal (RAP) Conflict of Interest (COI)</u> <u>module</u>, select "Dashboard." Then, in the "My Inbox" tab, click the Disclosure Profile that should be listed as "Action Required."

Dashboard	COI	Fac	ilities	IACUC	IRB			
Page for Grace Aaraj								0
Create 💌	My Inbox	My Reviews						
Recently Viewed	My Inbox		-					
Recent Pinned	Filter by	U	Enter te	xt to search	Add Fi	iter 🕱 Clear All		
DP00004404: Disclosure	ID	Name			Date Created	 Date Modified 	talle	Coordinator
P Grace Aaraj	DP00004	404 Disclo	sure Profile for G	race Aaraj	4/13/2023 7:14 AM	9/8/2023 2:51 PM	Action Required	Grace Aaraj
	1 items				♦ page 1 of 1 ►			2ť / pag

2. You are now in the Disclosure Profile workspace. Select "Review and Accept Plans." You are able view the plan by selecting the PDF of the management plan from this screen.

Dashboard	COI	Facilities	IACUC	IF	٩B				
Disclosures Requ	uests Certifications	Plans Trigg	gering Events	Reports Me	eetings	Help Center			
COI > Disclosures > Disclosure Profile for Grace Aaraj									
Disclosure profile last	Disclosure F	Profile for Grac	e Aaraj						
completed: 8/28/2023		Instruction Center							
i Your training has expired	Action Required					Reason			
Review and Accept Plans	Click on the "Review request a revision or	and Accept Plans" button to clarification.	review the assigned n	nanagement plan and	l accept it or	Review of Management Plan required			
	Edit Disclosure Profile								
	Management Plan			Status	Last Accepte	ed Date	Plan Monitors		
	COI COC G Aaraj(0.01)		Pending			Rikki Pritzlaff		

3. Select "Update" to review and accept the plan.

Review and Accept Plans				
 Management plans: (Cl 	ick update on each plan to revie	w and accept it)		
Name		Status		
Update COI COC	G Aaraj	Pending Acceptance		
			OK Can	cel

4. From this screen, you can view the plan by selecting the PDF document in item 1. Item 2 will show whether this plan covers any sponsored projects. Item 4 contains comments regarding the acceptance of your plan and applicable policies your plan is subject to.

If you are ready to accept this plan, select "Yes." <u>If you are not ready to select the plan,</u> <u>click "Cancel" and email coi@uoregon.edu.</u>

Once you select "Yes," you may add comments to your acceptance. Please do not add any comments regarding changing or revising the plan. <u>If you want to make change or</u> <u>revisions to the plan, do not accept the plan</u> and instead email <u>coi@uoregon.edu</u>



5. Once you accept the plan, the screen below will come up. The plan should now be listed as "Accepted." Click "Ok" to exit out of this screen. <u>Clicking cancel will leave your profile in an "Action Required" state, which can prevent future grant awards from proceeding if you are a sponsored researcher</u>.

Review and	Accept Plans		
1. Manag	gement plans: (Click update on each plan	to review and accept it)	
	Name	Status	
	COI COC G Aaraj	Accepted	
			OK Cancel

6. Once your profile is back to the "No Action Required" state, no further action is needed.

	Dashboard	d	COI	Facilities	IACUC		IRE	3		
	Disclosures	Requests	Certifications	Plans	Triggering Events	Repor	ts Mee	tings	Help Center	
COI >	Disclosures > Di	isclosure Profil	e for Grace Aaraj							
	No Action Required		Disclosure Pr	ofile for G	Grace Aaraj					-
Disc	losure p		Instruction Center							
com 8/28/	oleted: 2023 our training has expired		Action Required		Reason					
() Y		expired	If you have new or updat "Edit Disclosure Profile" a "Complete Disclosure Pr	ed information to and add/edit discl ofile Update" butt	add to your Disclosure Pro osure information as neede on when update completed	ofile, click ed. Click I.	Discloser's dis action required information to	closure profi d unless the add to their o	le is within the grace period. No discloser has new or updated disclosure profile. Allows the discloser to review and accept management plans	
			Edit Disclosure Prof	ile						-
			Management Plan			Status		Last Accep	ted Date	Plan Monitors
			COI COC G Aaraj(0.0	2)		Accepte	d	9/8/2023		Rikki Pritzlaff