



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

How to Renew or Amend An Existing Conflict of Interest / Conflict of Commitment Declaration

My Roles

PI & Staff

- ACC Administrator
- BIO Administrator
- Committee Member
- REB Guest Reviewer

Create:

- Human Ethics
- Animal Care
- Biosafety
- Send Feedback

Committees

- Name
- Animal Care Committee
- BC Cancer Agency Research Ethics Board
- Biosafety Committee
- Children's and Women's Research Ethics Board
- Clinical Research Ethics Board
- Conflict of Interest Committee
- Providence Health Care Research Ethics Board
- UBC Behavioural Research Ethics Board
- UBC Okanagan Behavioural Research Ethics Board

Page for Prinz Apple

In response to the need to improve the usability of the system, the RISE team will be undertaking multiple projects. The first phase has been implemented on April 12. You can find [video tutorials](#) to guide you through these changes on the [RISe website](#). If you have any question or feedback on RISE, please email risupport@ors.ubc.ca.

Welcome to your personal RISE Home Page.

Show/Hide Help

For help getting started, click on the links below to find answers to some frequently asked questions. To view your studies or declarations select the applicable tab below (Animal Care, Human Ethics, Conflict of Interest).

- To create a new application, click the appropriate button (Animal Care, Human Ethics or Conflict of Interest) from under the "I would like to create an application for..." heading on the left side of the screen.
 - How do I create an amendment? (select [Animal Care](#), [Human Ethics](#))
 - How do I create a renewal? (select [Animal Care](#), [Human Ethics](#))
 - What do the different application states mean? (select [Animal Care](#), [Human Ethics](#))
 - How do I complete changes or provisos that have been requested? (select [here](#))
 - How do I update my personal profile? (select [here](#))
- For more FAQs on Animal Care, Human ethics or Conflict of Interest select the applicable tab below.

Welcome to your personal RISE Home Page.

To view your ethics studies or declarations select the applicable **grey** tab below (Animal Care, Human Ethics, Conflict of Interest). Click [here](#) for FAQs.

Click to see your existing conflict of interest declarations and begin.

- My Inbox
- Conflict of Interest**
- Human Ethics
- Animal Care
- Biosafety
- Inactive
- Reports/Tutorials

This folder contains the most up-to-date version of your COI/COC declaration and any amendments pending review and approval. Click on the name of your declaration to see the ~~details of your declaration or~~ amendment. Visit http://rise.ubc.ca/helpCenter/GN/RISe_FAqs.htm#Declarations for FAQs on COI.

Conflict of Interest / Conflict of Commitment (current)

ID	Name	Type	Owner	State	Last State Change
C16-00002	COI / COC Declaration	COI	Apple, Prinz	Approved	05/01/2016 14:51
C13-00004	COI / COC Declaration	COI	Apple, Prinz	Inactive	05/01/2016 14:29
C13-00012	COI / COC Declaration	COI	Apple, Prinz	Inactive	20/09/2013 10:46
C11-00004	COI / COC Declaration	COI	Apple, Prinz	Inactive	18/09/2013 11:25

4 items page 1 of 1 10 / page

Amendments (in progress)

ID	Name	Type	Owner	State	Last State Change
C13-00004-A001	COI / COC Declaration	COI	Apple, Prinz	Faculty Review	21/10/2014 14:34

1 items page 1 of 1 10 / page

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ID	Name	Type	Owner	State	Last State Change
C16-00002	COI / COC Declaration	COI	Apple, Prinz	Approved	05/01/2016 14:51



4 items page 1 of 1 / page

Amendments

ID	Last State Change
C13-00...	ew 21/10/2014 14:34

1 items / page

Your original (eg. first) declaration will appear in the "Conflict of Interest / Conflict of Commitment (current)" section. Click on "COI/COC Declaration" to renew or amend your declaration.



Current State

Approved

I would like to create...

AR New Amendment/Renewal

Activities

Viewing/Printing

- [Declaration - Full](#)
- [Declaration - Review/Print](#)

(C16-00002) CONFLICT OF INTEREST / CONFLICT OF COMMITMENT

Faculty Member:	Prinz Apple	Department:	Medicine, Department of
Expiration Date:	05 January 2017	COI Type:	New Application
Version:	1 . 0		

Select an activity on the left from the "Activities" options. Below you will find the correspondence related to your COI / COC Declaration. The Activity column under the "Correspondence" tab below displays the state changes of this declaration. Any additional information entered during the state change will show up as text under the activity. Clicking the activity will give you more details about the activity. The Amendments tab contains any amendments to this COI / COC declaration. Selecting an amendment will give you access to the correspondence for that amendment.

Click "New Amendment / Renewal" to start a new amendment / renewal.

Corre	Activity	Author	Activity Date
	COI/COC Submitted	Apple, Prinz	05/01/2016 14:51



<< Back

Save | | Print...

Finish

Conflict of Interest and Conflict of Commitment Declaration

This is a copy of your last declaration. Scroll down and make any needed changes. When you are finished answering, hit "Finish".

Your Name: Prinz Apple

The Purpose of this declaration

This Declaration is designed to enable you to comply with your disclosure obligations under [Policy #97](#) (Conflict of Interest/Commitment). You are encouraged to read the Policy before completing this Declaration. In general terms, you must disclose any facts and circumstances that a reasonable but skeptical person who does not know all the facts would regard as creating an actual, potential or perceived conflict of interest or of commitment. Conflict of interest means a situation in which you or your Related Party(ies), has a personal interest that conflicts or could conflict with your obligations to the University or to anyone within the University to whom you owe an obligation such as students, graduate students whom you supervise, postdoctoral fellows and your professional colleagues. Potential conflicts may arise from activities that are integral to your career that may be of considerable benefit to the University. The key is to make a clear and complete declaration and to take carefully considered and appropriate steps (for convenience, we call this a management plan) to ensure that any possible negative consequences of the conflict are avoided or limited. The nature of these steps will vary with the circumstances that give rise to the conflict.

Confidentiality of information disclosed

The information disclosed in your Declaration is confidential and will be disclosed only to those who are responsible to the University for its review, management and administration. All of these people are subject to obligations of confidentiality. The information may also be disclosed to funding agencies; and otherwise only if and to the extent permitted or required by a judicial, administrative or other legal process.

[What's a related party1](#)
[More about conflict of interest](#)

Guidance notes are located in the grey boxes to the right of the declaration. They run the length of the declaration and include links to detailed explanations of the questions and instructions on how to fill out the declaration.

About You

1. In the last year have you had or in the next year do you expect to have a financial interest in any entity (e.g. a company, partnership or non-profit corporation) that is engaged in an area related to your work at UBC?

* Yes No [Clear](#)

2. In the last year have you engaged in or in the next year do you expect to engage in any activity outside the University (for example, by way of illustration only, the operation of a business, teaching, providing consulting or advisory services) that involves the same specialized skill and knowledge that you use in your work at UBC?

* Yes No [Clear](#)

3. In the last year have you or next year do you expect to volunteer as an unpaid director, officer, or advisor of any entity, or otherwise provide it with the benefit of the same specialized skill and knowledge that you use in your work at UBC?

* Yes No [Clear](#)

4. Are you a full-time member of faculty?

To the reviewer: if the person completing this declaration answered 'No' to this question, then they do not need to answer the 4 sub-questions below and these questions will be blank.

* Yes No [Clear](#)

5. If as part of your work at the University, you teach or supervise students, graduate students or postdoctoral fellows, do you have an interest outside the University that might reasonably be considered to affect your ability to properly discharge your responsibilities to those you teach or supervise?

[Faculty Of Medicine – Am I a full time faculty member?](#)

[All Other Faculties - Am I a full time faculty member?](#)

[UBC's Policy on Scholarly Integrity](#)

Under UBC's Conflict of Interest and Conflict of Commitment policy, each of the following is considered a related party of yours:

- A. your immediate family members, such as your spouse, partner, child, parent or sibling; and
- B. any other person who lives with you in your household; and
- C. anyone you share a financial interest with.

The questions that follow concern any person who falls into any of these three categories identified above. For convenience, they are referred to as a "related party".

7. In the last year did a related party have or do you expect that in the next year, a related party will have a financial interest in an entity (e.g. a company, partnership or non-profit corporation) that is engaged in an area related to your work at UBC?

* Yes No [Clear](#)

8. In the last year did you or next year, do you expect to:

- a. teach a related party?;
- b. supervise the academic program of a related party?; or
- c. participate in decisions concerning the promotion or tenure of a related party?

* Yes No [Clear](#)

9. Is any related party paid for work at UBC?

* Yes No [Clear](#)

10. In the last year did a related party have or do you expect that in the next year, a related party will have a conflict of interest that has not been disclosed in any of the above questions?

* Yes No [Clear](#)

[What's a related party2](#)

[What's a related party2](#)

[What's a related party2](#)
[What to include19](#)

What Else You Should Know

All the information you provide here will help your reviewer (usually your department head) evaluate and approve your declaration. Your reviewer will consider the information you gave and if they have questions, they may follow-up with you. As soon as your declaration is approved by your reviewer, you will get an email saying so. As part of this declaration, you may have listed steps you take to reduce any negative impact of a conflict. When combined, these steps are called a management plan. You are encouraged to ask your reviewer (usually your department head), the Conflict of Interest Administrator, or UBC's Conflict of Interest Committee for help with any part of this declaration especially management plans. The Administrator's contact information is below and she can contact the committee on your behalf.

UBC's Conflict of Interest Committee would like you to know that all declarations are subject to random audits. If you would like more information on how the random audits work, please contact the Conflict of Interest Administrator as below.

If You Need Help

- With this form or conflict of interest or conflict of commitment questions, contact UBC's Conflict of Interest Administrator Tel: 604-822-8623 or email: conflict.of.interest@ubc.ca
- If you are working in the RISE database and need help with it, contact the email: risesupport@ors.ubc.ca

The "Finish" button may also be found at the bottom of the page.

<< Back

Save | | Print...

Finish

Columbia Pri

Help

ration > COI / COC Declaration

AR(C16-00002-R001) CONFLICT OF INTEREST / CONFLICT OF COMMITMENT

Faculty Member:	Prinz Apple	Department:	Medicine,
COI Type:	Amendment/Renewal	Department Approver:	Departme
Meeting Type:		Meeting Date & Time:	
Version:	1.1		

Message from webpage

Are you ready to Submit your COI Declaration now?
If Yes, click 'OK'.
If No, click 'Cancel' and your work will be saved.

OK Cancel

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Prinz A

Committees Studies Reports Help

... > Studies > COI / COC Declaration > COI / COC Declaration

AR(C16-00002-R001) CONFLICT OF INTEREST / CONFLICT OF COMMITMENT

Faculty Member:	Prinz Apple	Department:	Medicine, Dep
COI Type:	Amendment/Renewal	Department Approver:	Department H
Meeting Type:		Meeting Date & Time:	
Version:	1.1		

Current State

Pre Submission

Activities

- Edit COI Declaration
- Submit COI Declaration**

Reviewing/Printing

- Go To Original Declaration
- Declaration - Review/Print

Return to My Home

Select an activity on the "Correspondence" tab below to give you access to this activity. Clicking the activity will give you access to this activity.

Correspondence

Filter by Activity

No data to display.

A saved declaration amendment/renewal may still be edited. When ready, hit "Submit COI Declaration" to submit for approval.

Hitting "OK" will submit the amendment/renewal for approval. Hitting "Cancel" will save the amendment/renewal for submission at a later time.

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Prinz Apple | Home | Logoff

COI / COC Declaration > COI / COC Declaration

AR(C13-00004-R001) CONFLICT OF INTEREST / CONFLICT OF COMMITMENT

Faculty Member:	Prinz Apple	Department:	
COI Type:	Amendment/Renewal	Department Approver:	
Meeting Type:		Meeting Date & Time:	
Version:			

Execute "Submit COI Declaration" on C13-00004-R001 - Windows Internet Explorer

Submit COI Declaration

Final Step - Submit Your Conflict of Interest Declaration

Just below is what RISE shows as your academic home. If this is not correct, please contact the Conflict of Interest Administrator at conflict.of.interest@ubc.ca or 604-822-8623 and do not use the OK button until it is correct.

COI/COC Administrator

When you click the OK button below, you will be submitting your information in this declaration for review. As part of doing this the University would like you to know:

- All your information is confidential. It will be seen only by those who are responsible to the University for its review, management and administration. If you would like to know who that includes, please contact the Conflict of Interest Administrator as above. All of these people are subject to obligations of confidentiality. The information may also be disclosed to funding agencies; and otherwise only if and to the extent permitted or required by a judicial, administrative or other legal process.

UBC's Conflict of Interest Committee would like you to know that this declaration can be randomly audited.

As soon as you click the OK button the following will happen:

- You will not be able to add anything more to this declaration.
- If your declaration needs to be reviewed, the person who is your reviewer will get an email saying it is ready. As soon as they review and approve it, you will get an email saying so. If you have any questions about how review works, please contact the Conflict of Interest Administrator as above.

If you decide to click the Cancel button, your work will be saved and you can return later to finish it.

OK Cancel



Current State

Pre Submission

Activities

Edit COI Declaration

Submit COI Declaration

Viewing/Printing

Go To Original Declaration

Declaration - Review/Print

Return to My Home

AR(C16-00002-R001) CONFLICT OF INTEREST / CONFLICT OF COMMITMENT

Faculty Member: Prinz Apple Department: Medicine, Department of

COI Type: Amendment/Renewal Department Approver: Department Head

Meeting Type:

Version:

Select an activity on the le
"Correspondence" tab belo
activity. Clicking the activi
amendment will give you a

Correspondence Ap

Filter by Activity

Execute "Submit COI Declaration" on C16-00002-R001 - Internet Explorer, optimized for Bing and MSN

http://sandbox.rise.ubc.ca/sandbox/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[7770DBB6350F87409C727036EE

Submit COI Declaration

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Medicine, Department of

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If you decide to click the Cancel button, your work will be saved and you can return later to finish it.

OK Cancel

A confirmation message will be displayed. Hit "OK" to complete the submission process.



Current State

Approved

AR(C16-00002-R001) CONFLICT OF INTEREST / CONFLICT OF COMMITMENT

Faculty Member: Prinz Apple
Expiration Date: 05 January
Version: 2.0

You will notice that your declaration is now in the "Approved" state if it has been automatically approved.

If you changed any of your answers (and said Yes to any questions), your declaration will be reviewed. It will say "Initial Review" or "Faculty Review". As soon as your declaration is approved, you will get an email saying so.

Activities

Viewing/Printing

- [Declaration - Full](#)
- [Go To Original Declaration](#)
- [Declaration - Review/Print](#)

Select an activity on the left from the "Activities" tab below displays the state of your declaration. Clicking the activity will give you more information. Selecting an amendment will give you access to the corresponding

column under the text under the n. Selecting an

Correspondence Application Changes

Filter by Activity [dropdown] [input] Go Clear Advanced

Activity	Author	Activity Date
COI/COC Submitted	Apple, Prinz	05/01/2016 15:39

A record of what you submitted will appear under the "Correspondence" section.



Current State

Approved

Activities

Viewing/Printing

[Declaration - Full](#)

[Go To Original Declaration](#)

[Declaration - Review/Print](#)

AR(C16-00002-R001) CONFLICT OF INTEREST / CONFLICT OF COMMITMENT

Faculty Member:	Prinz Apple	Department:	Medicine, Department of
Expiration Date:	05 January 2017	COI Type:	Amendment/Renewal
Version:	2 . 0		

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Correspondence		Application Changes	
Filter by ?	Activity	Author	Activity Date
Fac	COI/COC Submitted	Apple, Prinz	05/01/2016 15:39

Once it has been approved, the renewed/amended COI / COC Declaration can be found in the "Amendments/Renewals" section of the original declaration.