IAR: Recertifying Pre-Meeting Conflict of Interest

Note: These steps are needed only if a reviewer has forgotten to sign the pre-meeting COI certification or under these scenarios:

- a new conflict is found or removed.

- the meeting agenda has changed.

- the meeting date has changed.

- the designation of a reviewer has changed from non-federal to federal or vice-versa, , either as a result of an actual change in status or as a means to correct a status previously assigned in error.

Steps for reviewer to recertify the pre-meeting COI certification

1. The reviewer sees an alert in a box on one of these IAR screens — on the *List of All Applications, List of My Assigned Applications* or the *Submit Critique and Preliminary Scores* or the *Final Score* Sheet screen. The alert will state:

   Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please click here to sign your certification for this meeting.

   The 'submit' link in the under the three-dot ellipsis icon will be missing. The reviewer should click on 'click here' in that alert box.
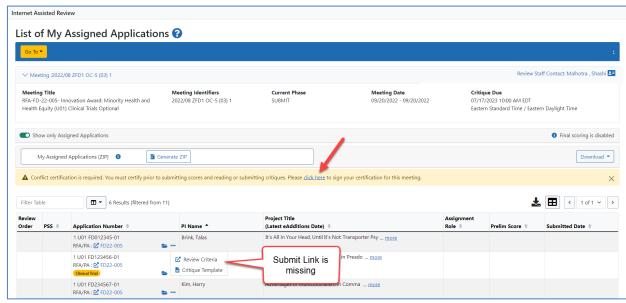

Figure 1: List of All Applications screen showing the alert to sign COI certification

2. The *Pre-Meeting COI certification* opens.

    Note that the system recognizes whether it is a non-federal or federal reviewer, whether it is a grants or contracts review and accordingly display the right text. The language of the pre- and post- meeting certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen.

3. A non-federal reviewer is required to choose one of two radio buttons – one indicating no conflict with any of the applications/proposals to be reviewed: the other indicating a conflict.

4. The non-federal reviewer then clicks the **I Certify** blue button at the bottom of the page. The system will show that the pre-meeting COI has been electronically signed and a COI Certification History chart will appear, showing the name of the reviewer and the date and time the pre-meeting COI was signed. If the reviewer indicated a conflict, the grant number of the relevant application is listed.
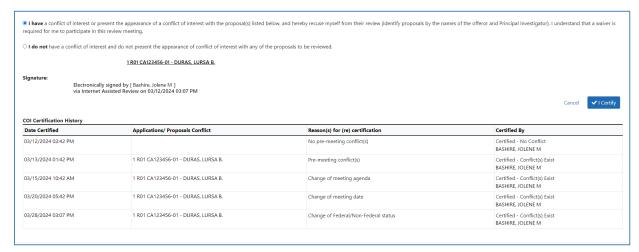

Figure 2: The COI certification chart at the bottom of the certification screen

5. Once the **I Certify** button is clicked, the pre-meeting COI certification will be automatically saved. The reviewer will click **Cancel** to exit the screen and return to the of applications screen.