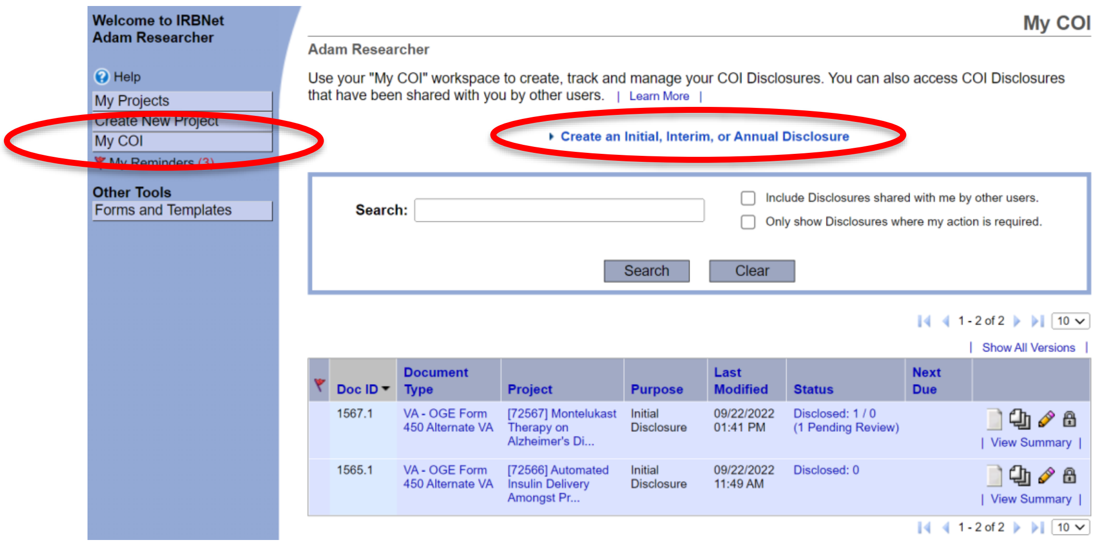
This guide highlights the steps to create and submit your OGE 450 Alt VA ("OGE 450") COI disclosure forms. There are three simple steps to complete and submit your OGE 450:

Step 1: Create a New COI Disclosure

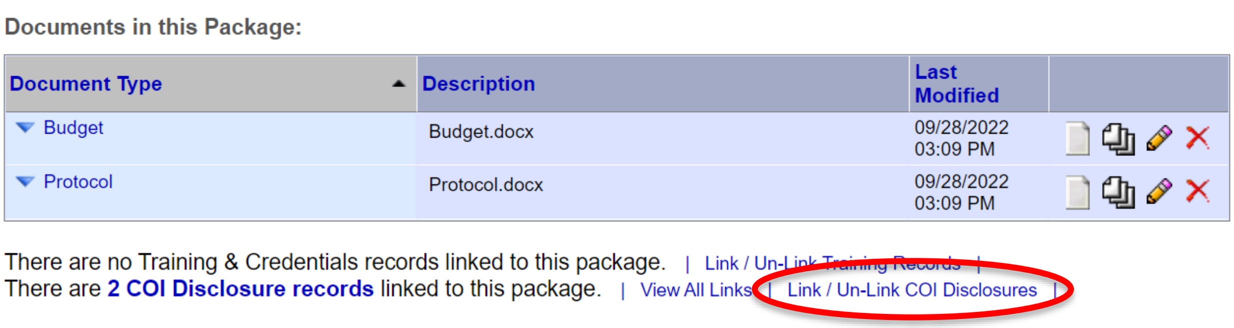
The "My COI" page lists each of the disclosure forms that you have created so far. To create a new OGE 450 form, simply click "Create an Initial, Interim, or Annual Disclosure."



Step 2: Link Disclosure Forms for Submission

In IRBNet, research projects are organized into "packages" of documents that can be submitted for review. To get the OGE 450 forms for you or your team ready for submission, first link the completed forms to a package using the Designer (you must have Full or Write access to the project):

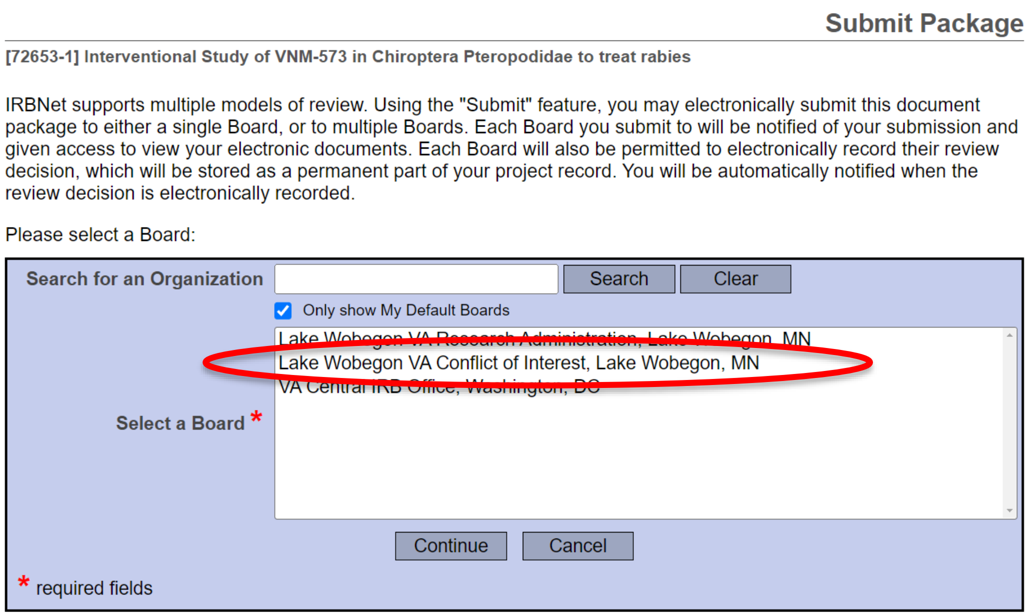
1. Select your project from the My Projects page.
2. Make sure all research team members have been provided access to the project on IRBNet (otherwise you won't be able to link their OGE 450 forms).
3. Click the Designer button on the left menu.
4. Click "Link / Un-Link COI Disclosures".



5. You will be presented with a list of disclosures for every study team member with access to the project. Select the OGE 450 forms that you want to submit, and click Save.

Step 3: Submit Disclosure Forms

After all required disclosure forms are linked to the package, click the “Submit this Package” button, and select your facility’s COI workspace. Packages containing disclosure forms should **only** be submitted to the COI workspace. It is the responsibility of the project owner (someone with “Full” access) to submit the package. Always follow local COI SOPs.



Frequently Asked Questions

Q. What if my project isn't listed when I try to create my new COI Disclosure?

A. The list includes all the projects that you have access to in IRBNet. These are the same projects that are listed on your My Projects page. If you don't see your project listed, then there are two things you can do:

- If you are the project owner but you have not yet created your project, do so before proceeding. To create a project, click the "Create New Project" option on the left menu.
- If you are not the project owner, contact the project owner (typically the study coordinator or PI) and ask them to share the project with you in IRBNet. The project owner may need to create the project if they haven't already done so.

Q. What if a study team member isn’t listed when I try to link their disclosure?

A. Either they have not been shared on the project, or they have not completed their disclosure form.

Q. Where can I get help with questions about a disclosure or how to submit a disclosure?

A. Contact your local facility’s COI Administrator.