

Research Conflict of Interest – Reviewer Submission Options

As a Reviewer of a research conflict of interest declaration, you have several options when reviewing a declaration within PHSAs Conflict of Interest Declaration [website](#). The image below explains the submission button options. If you have any questions or concerns, please contact researchadministration@phsa.ca.

Once you have reviewed the full conflict of interest declaration, you will see the following button options:

Reviewer Assessment
Please select from the options below. If you select 'approve and advise senior management' or 'approve report to NIH', please provide details in the comments box provided.

This declaration is acceptable.

① Approve
② Approve and advise senior management
③ Approve and report to NIH

This declaration is not acceptable.

④ Need Amendments

Other:

⑤ Review later
⑥ Escalate CoI Declaration
⑦ Notify Admin – incorrect review assignment

<p>① Approve: Approve declaration as submitted.</p>	<p>④ Needs amendments: Notify declarant that their declaration needs to be updated. Use the comment boxes to specify the areas that need amendment or where additional information is required.</p>	<p>⑦ Notify Admin – incorrect review assignment: If you think you are not the appropriate person to review the declaration, notify PHSAs Research and Academic Services to reassign the declaration to another reviewer.</p>
<p>② Approve and advise senior management: Approve declaration and notify senior management of a significant conflict of interest. (PHSA Research and Academic Services coordinates the notification.)</p>	<p>⑤ Review later: Save your comments and continue your review at a later date.</p>	
<p>③ Approve and report to NIH: Approve declaration and notify PHSAs Research and Academic Services to update the Researcher’s NIH financial conflict of interest declaration.</p>	<p>⑥ Escalate COI Declaration: Reassign the declaration to the next level of review if you share the conflict in the declaration, or you think the declaration would benefit from additional review. For senior-level reviewers, use this button to bring the declaration to the attention of PHSAs Research Conflict of Interest Committee. (PHSA Research and Academic Services coordinates the notification.)</p>	