How to Respond to Clarifications Requested in eDMS

Once you have submitted your Disclosure Profile and/or Research Trigger Form in eDMS, you may be asked to provide clarifications or make changes to your submitted forms. If a clarification is requested, you will receive an email notification. The email notification will contain a link to directly access your Disclosure Profile, comments/clarifications requested from the COI team, and instructions on how to respond to clarifications.

Sample Email Notification:

Subject: A clarification of your COI Disclosure Profile has been requested

To:	Faculty Member
Link:	Disclosure Profile for Faculty Member (DP0000036)
Requestor:	COI Team Member

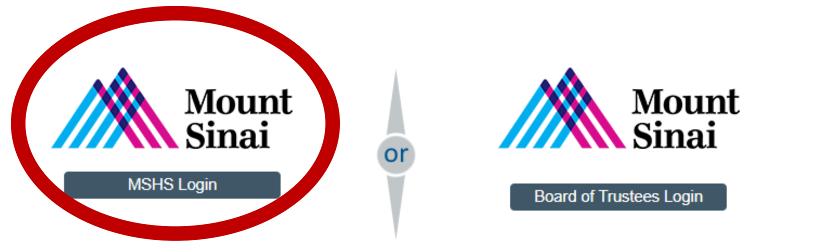
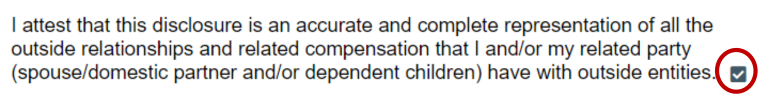
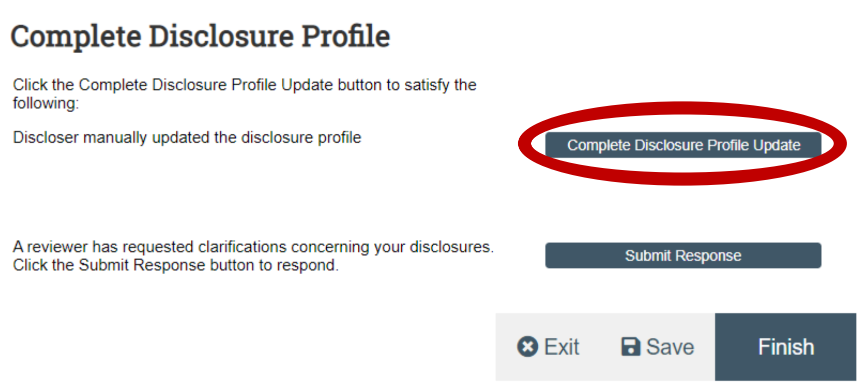
A reviewer from Corporate Compliance or the Office of Industry Engagement and Conflicts of Interest ("COI Office") has requested clarifications regarding your COI Disclosure Profile. Follow the link included in this email to log in and make updates as needed and submit a response to the requestor.

Comments:
Please clarify the following:
1. ABC
2. DEF
3. GHI

If you have any questions or concerns, please contact the COI Requestor directly or the COI Office at Conflicts.of.Interest@mssm.edu

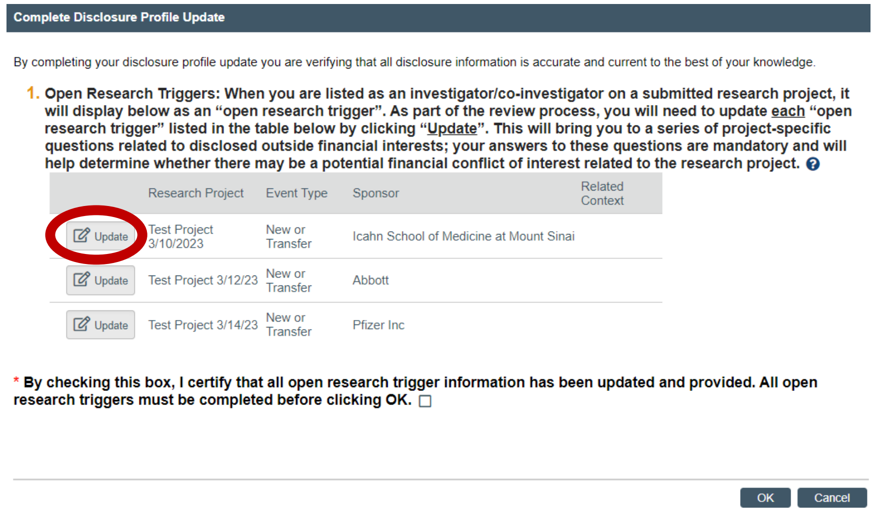
Supporting Documents:
(any supporting documents, including any instruction documents)

Step-by-Step Instructions:

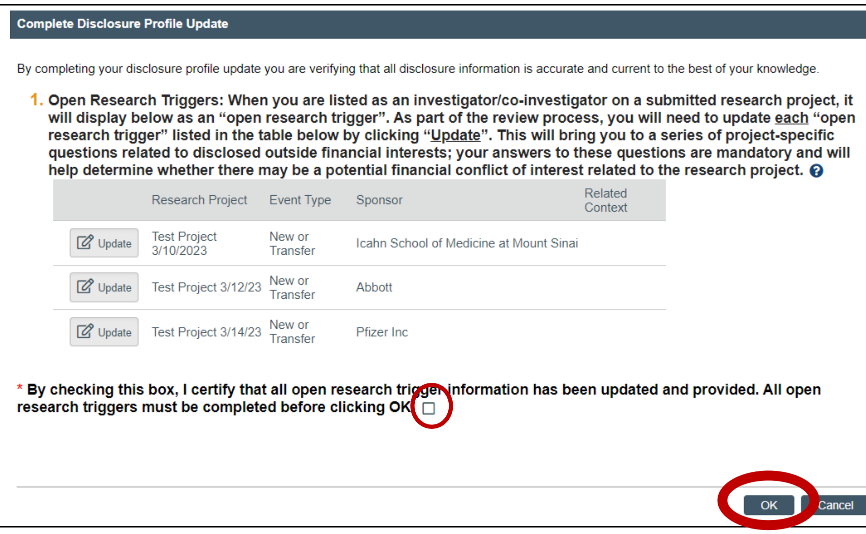
1. Click on the link in the email to directly go to your eDMS Disclosure Profile OR log into [eDMS](https://eDMS.mssm.edu) using your Mount Sinai username and password (https://eDMS.mssm.edu)	
2. Click on the **COI** tab at top of the page to go to your eDMS Disclosure Profile.	
3. Notice the status of your Disclosure Profile is in an "Action Required" state. Click on "**Edit Disclosure Profile**" under the Instruction Center to update/complete your eDMS Disclosure Profile.	
4. After reviewing your disclosure and making any edits/clarifications as necessary, **check the box** in the middle of the **Attestation Page**.	
5. To submit your completed eDMS Disclosure Profile, click on **Complete Disclosure Profile Update**. Clicking on "Finish" will **not** submit your disclosure profile. "Finish" will only save your changes and exit out of your disclosure profile. **Do not click** on "Submit Response" if you still need to update/complete your Research Trigger Form (your research project-specific form). If you do not have any Research Trigger Forms to update, skip to Step #8.	

6. If you are listed on any active research projects, you will be prompted to “update” your open “Research Triggers” at this time.

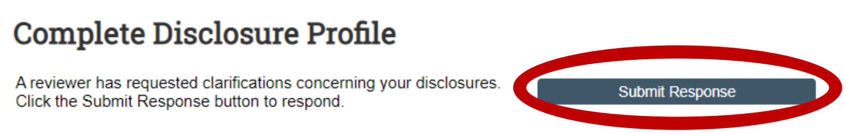
   Click on “**Update**” next to each Research Project to answer questions about relatedness to your disclosed outside financial interests



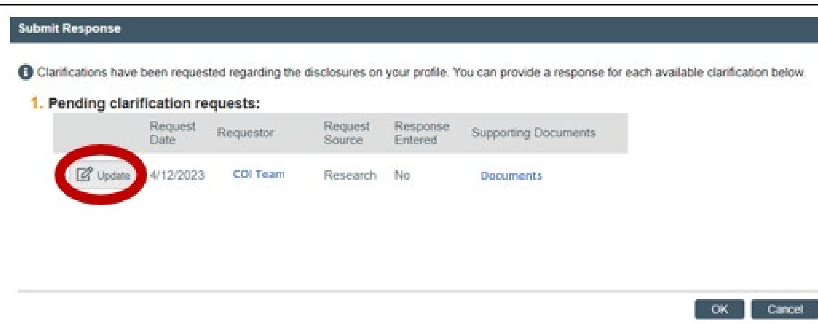
7. Once you are done completing/updating all the Research Trigger Forms for each open research project, **check the box** to confirm that you have updated all your open research trigger information appropriately and click “**OK**” – you will not be able to click “OK” without checking the box

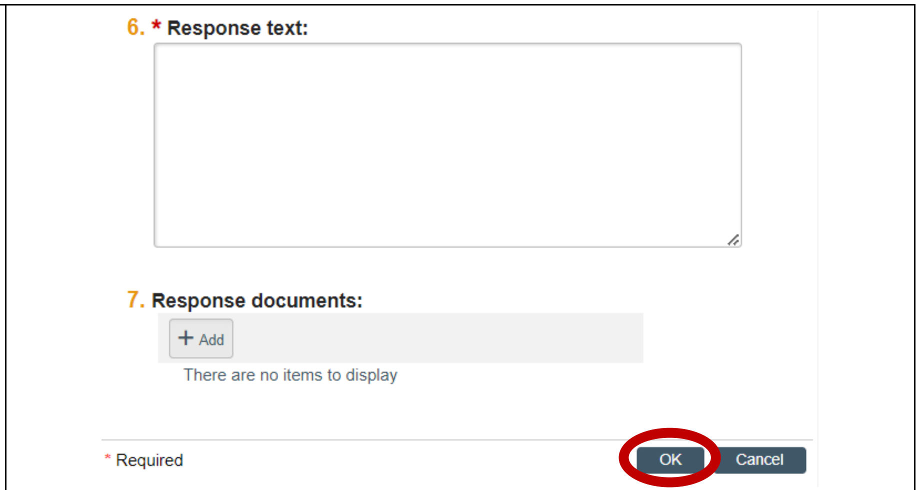
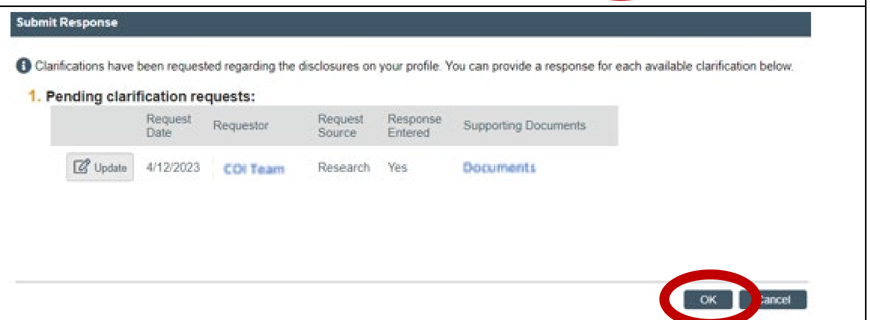


8. Click on “**Submit Response**” to submit your response to clarifications requested.



9. Click on “**Update**” to indicate your response.



10. Answer Questions 6 and 7 (if applicable) in the COI Clarification slide-out window, and click “**OK**”	
11. Click "**OK**” and you’re done ☺	
12. Your Disclosure Profile should now be in a state of **No Action Required**	
Click here for more information and step-by-step instructions on How to Complete/Update a Research Trigger Form	

For more details on managing research conflicts of interest, please visit our COI FAQ page.
For questions please email the Office of Industry Engagement & Conflicts of Interest at Conflicts.of.Interest@mssm.edu
For technical support, please email the Research Administration IT Team at esupport@mssm.edu