

UNIVERSITY OF MIAMI



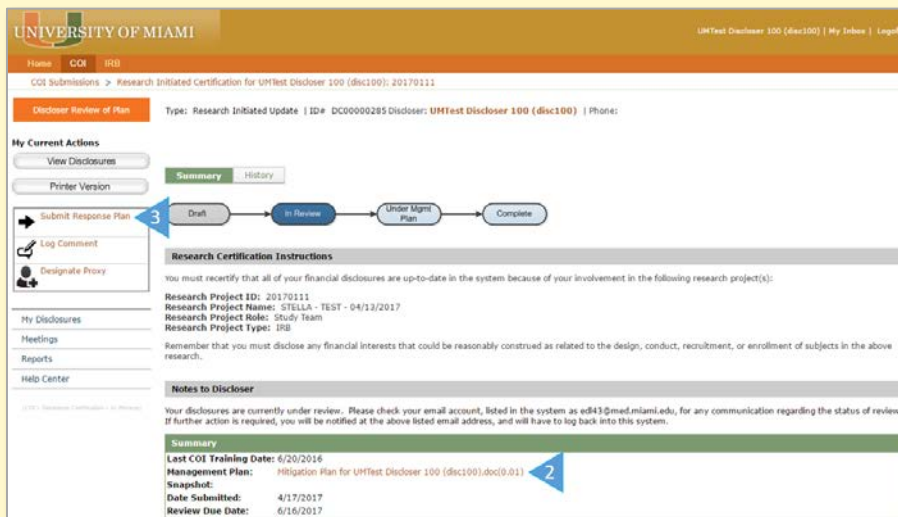
UDisclose System: Respond to a Management Plan

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<https://UDisclose.miami.edu>

Respond to a Management Plan

As a result of reviewing your certification, the UM COI Committee may issue a Management Plan to mitigate your ability to introduce bias into the results of your project. You will need to review and then submit your response to the management plan.



Review the Management Plan

1. Click the certification link in the e-mail.

If you no longer have the e-mail, see [Open a Certification](#) (1.1) and then [View Certification History](#). Review the correspondence letter.

2. On the Disclosures workspace, click the management plan link to open the management plan and then review it.

Submit Your Response

3. Click **Submit Response Plan**.

4. Select **Accept** to accept the management plan.

If you have questions about the management plan, select **Request Further Clarification** and type your questions in the Notes box. The certification will move back to the COI administrator's inbox to review.

5. Click **OK**. You can logoff the system.

View Previously Executed Management Plans

You can access your previously executed management plans any time you like through UDisclose.

View the Management Plan

1. From the COI workspace select “Under management plan”, this will open a list containing all of your certifications that are “Under Management/Mitigation Plan”.
2. Select the certification that you wish to view.
3. Under “Summary”, click on the PDF link, this will open your Management Plan as a PDF for you to view.
 - Keep in mind that clicking on this link will open the plan in a separate pop-up window. If the PDF does not open, verify that your browser has pop-ups enabled.

The screenshot shows the University of Miami UDisclose interface. The top navigation bar includes 'Home', 'COI', and 'IRB'. The main content area is titled 'COI' and features a 'UDisclose' header with introductory text. Below this is a navigation menu with options like 'COI Submissions', 'Triggering Events', 'COI Meetings', and 'COI Reports'. A table titled 'All Certifications' is displayed, with a filter set to 'Under Management Plan'. The table lists one certification: ID DCO0000082, Name 'Research Initiated Certification for UMTTest Discloser 1(disc1): MDCR00001140', and Status 'Under Management/Mitigation Plan'. A blue arrow labeled '1' points to the 'Under Management Plan' filter, and another blue arrow labeled '2' points to the certification entry.

The screenshot shows the 'Under Management/Mitigation Plan' summary page for the certification ID DCO0000082. The page includes a 'My Current Actions' sidebar with buttons for 'View Disclosures', 'Printer Version', 'Log Comment', and 'Designate Proxy'. The main content area has tabs for 'Summary' and 'History'. A progress bar shows the status: Draft -> In Review -> Under Mgmt Plan -> Complete. Below this is a 'Research Certification Instructions' section with text about recertification. A 'Notes to Discloser' section follows. At the bottom, a 'Summary' box contains the following information: Last COI Training Date, Management Plan: COI Mgt Plan Consulting 2016.REDACTED.pdf(0.01), Snapshot: View, Date Submitted: 4/18/2017, and Review Due Date. A blue arrow labeled '3' points to the 'View' link next to the Snapshot.