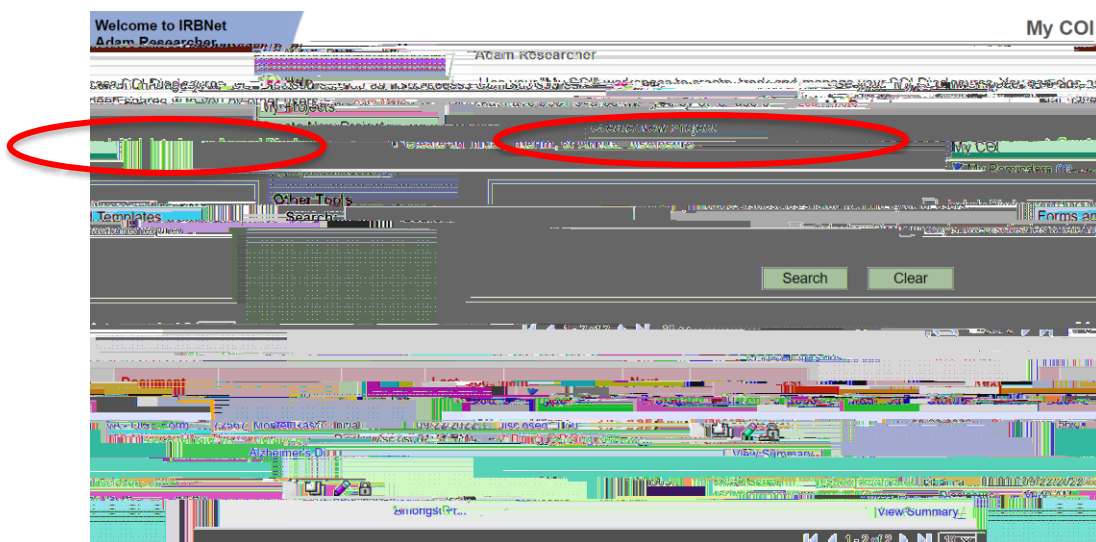


This guide highlights the steps to create and submit your OGE 450 Alt VA (“OGE 450”) COI disclosure forms. There are three simple steps to complete and submit your OGE 450:

Step 1: Create a New COI Disclosure

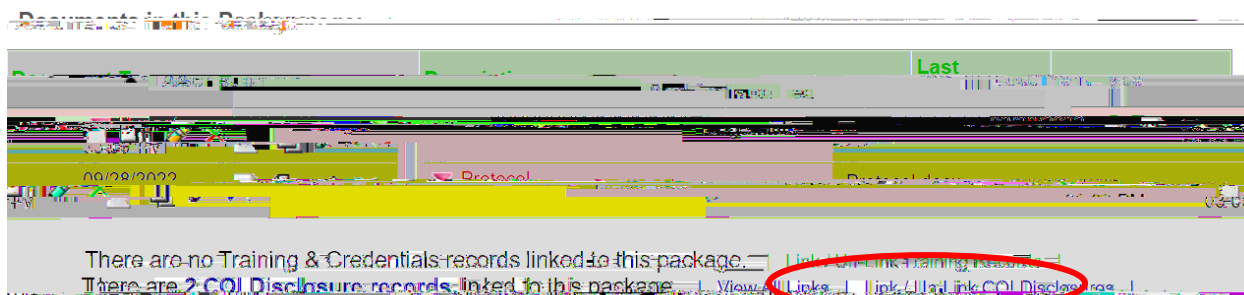
The “My COI” page lists each of the disclosure forms that you have created so far. To create a new OGE 450 form, simply click “Create an Initial, Interim, or Annual Disclosure.”



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.

