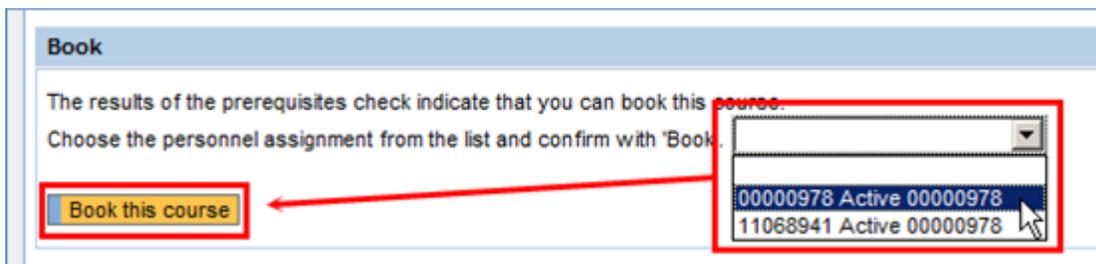


## INSTRUCTIONS FOR ACCESSING THE FINANCIAL CONFLICT OF INTEREST TRAINING COURSE

### TIPS FROM THE TECHNOLOGY EXPERTS

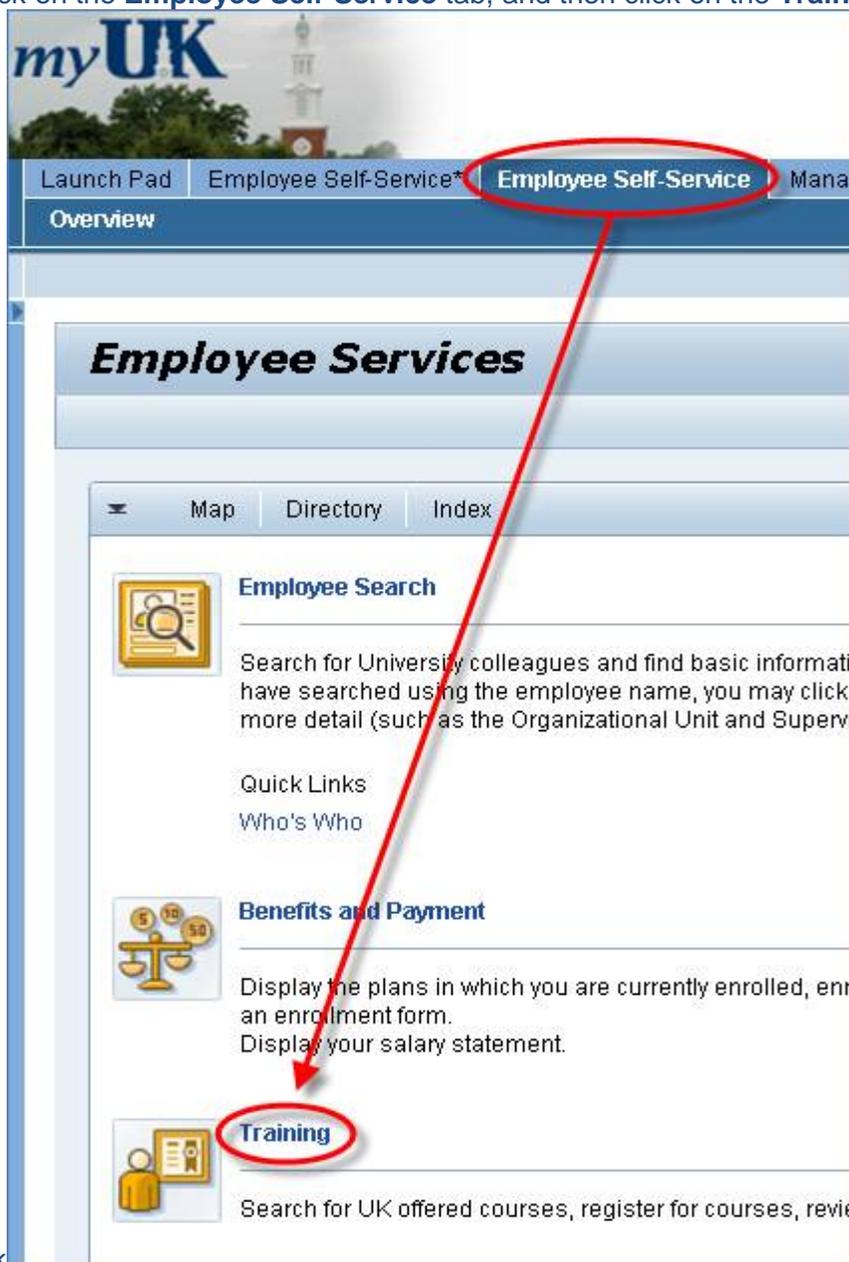
1. It would be wise to Delete all History, Temporary Internet Files, Cookies, etc. from the internet browser's Internet Options before even signing on to myUK to book and complete the course. After deleting, completely close all internet browser windows...and then open just one internet browser window and then follow instructions below.
2. In the booking process, anyone with multiple, Active, HR assignments will see the following message and field in the Book section. You must first select your main, active assignment before clicking on the "Book this course" button. If you are unsure as to which Personnel Number/assignment to select, check with the HR personnel in your department/area.



Help email for Technical Assistance: [SAPHRsupport@uky.edu](mailto:SAPHRsupport@uky.edu)

1. Log on to the **myUK** portal (<https://myuk.uky.edu/irj/portal>)

2. Click on the **Employee Self-Service** tab, and then click on the **Training**



link

3. Click on the **Training** link on the next page



4. On the **Training** home page, click on the **Research** link in the **Course Catalog** section on the far lower-left side of the screen, and then, once the page refreshes, click on the **Financial Disclosure and COI** link in the **Assigned Courses** section in the middle part of the screen

# Training

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## Subject Area Research

[Course Catalog](#) > [Research](#)

### Assigned Courses

The following courses are assigned

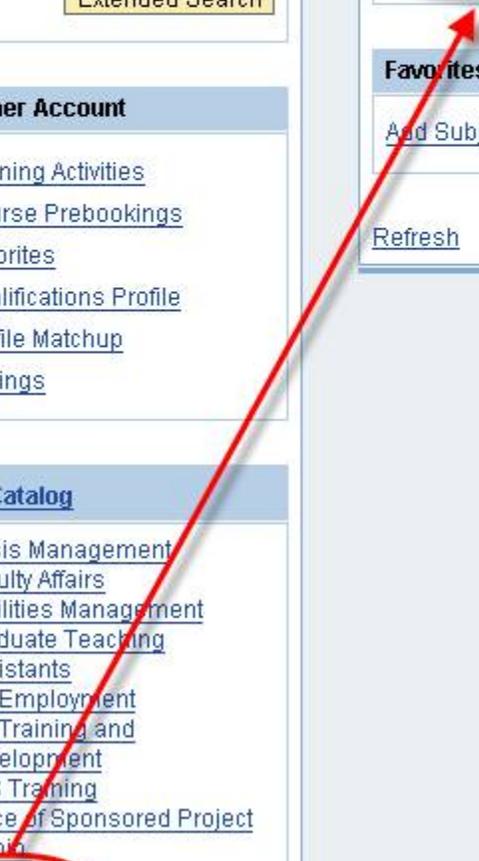
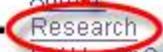
Course

[Financial Disclosure and COI](#)

### Favorites

[Add Subject Area to Favorites](#)

[Refresh](#)



5. Scroll down and read through the information on the course's main page, and then click on the gold **Book this course** button at the bottom of the page

<b>Course Content</b>
The University of Kentucky "Financial Conflicts of Interest in Research" policy (AR7:2) incorporates the regulatory requirements of several federal funding agencies. The policy is applicable to university faculty and staff who are responsible for the design, conduct, or reporting of research. This course outlines the purpose of the policy, the types of financial interests that must be disclosed, who must disclose, review procedures, and other major aspects of the university and federal policies. Individuals covered by the policy are required to take this training course every four years.
<b>Course Duration</b>
The average completion time for this course is 30 Minutes (minimum 15 Minutes, maximum 60 Minutes).
<b>Fee</b>
Free of Charge
<b>Course Languages Available</b>
<ul style="list-style-type: none"><li>▪ English</li></ul>
<b>Training Provider</b>
<ul style="list-style-type: none"><li>▪ Enterprise Applications Group</li></ul>
<b>Links to More Information</b>
<ul style="list-style-type: none"><li>▪ <a href="#">PHS Regulation (42 CFR - Part 50)</a></li><li>▪ <a href="#">NIH FAQs</a></li><li>▪ <a href="#">NIH Tutorial</a></li><li>▪ <a href="#">UK Administrative Regulation 7:2 (DRAFT)</a></li></ul>
<b>Book</b>
The results of the prerequisites check indicate that you can book this course.


6. Click on either of the two **Start Course Now** buttons

**Web-Based Training : Financial Disclosure and COI :**

[Course Catalog](#) > [Research](#) > Financial Disclosure and COI

**Participation was successfully booked.**

**Start Course Now**

**Course Content**

The University of Kentucky "Financial Conflicts of Interest in Research" policy (AR7:2) incorporates the regulatory requirements of several federal funding agencies. The policy is applicable to university faculty and staff who are responsible for the design, conduct, or reporting of research. This course outlines the purpose of the policy, the types of financial interests that must be disclosed, who must disclose, review procedures, and other major aspects of the university and federal policies. Individuals covered by the policy are required to take this training course every four years.

**Course Duration**

The average completion time for this course is 30 Minutes (minimum 15

**Fee**

Free of Charge Either one is fine

**Training Provider**

- Enterprise Applications Group

**Links to More Information**

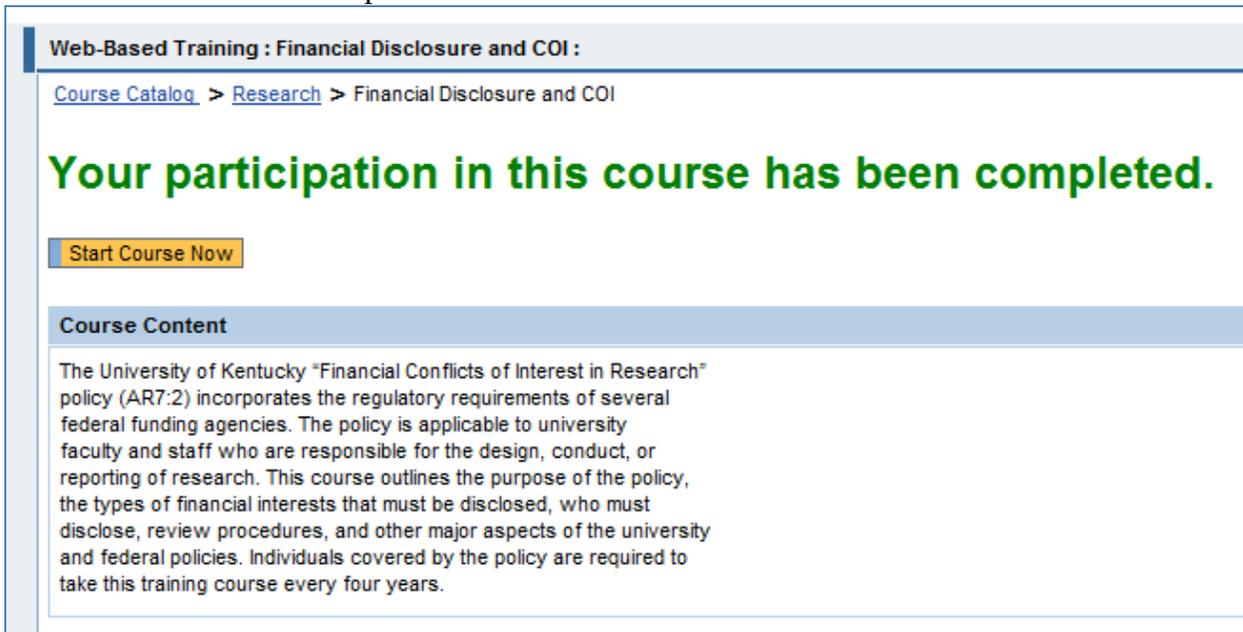
- [PHS Regulation \(42 CFR - Part 50\)](#)
- [NIH FAQs](#)
- [NIH Tutorial](#)
- [UK Administrative Regulation 7:2 \(DRAFT\)](#)

**Start Course**

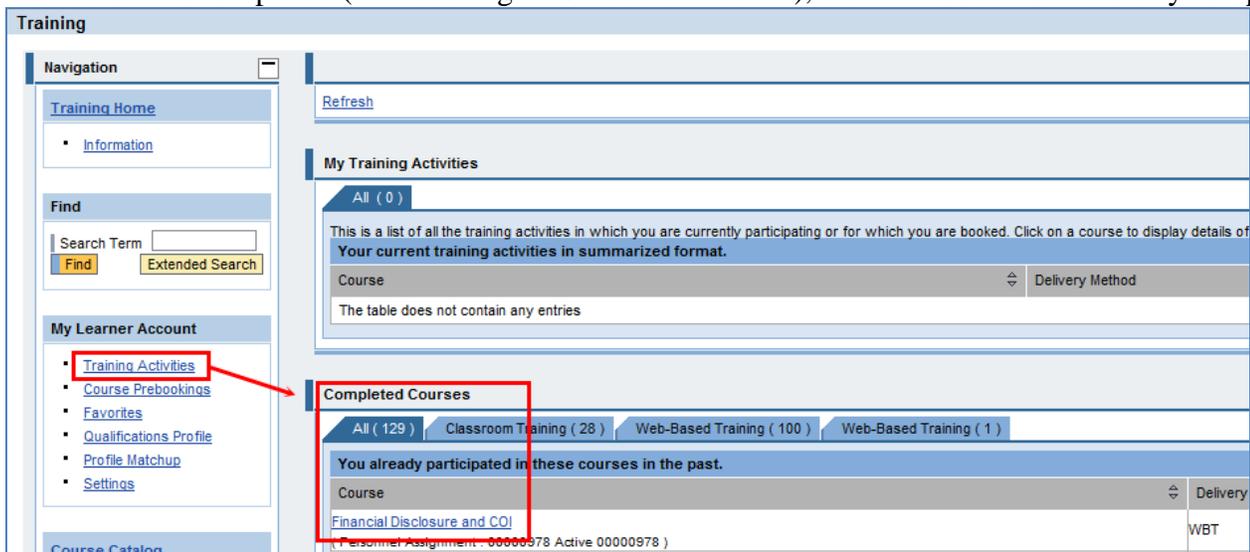
**Start Course Now**

7. The remaining instructions for taking and completing the course are included in the course materials.

- Upon reaching the final slide in the course (slide 29), the user must click on the **Log off** button in the lower corner of the screen. The course window will close and return the user back to the main page for the course where they booked and started the course. Assuming they selected “Yes” on the Training Conclusion page that indicates they “have read the materials presented” in the course, within just a few seconds they should see the green-font message, “Your participation in this course has been completed.”

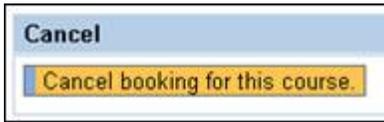


If the user did select “Yes” on the Training Conclusion page that indicates they “have read the materials presented” in the course but they do not receive the green-font message, they can first check in the Completed Courses section in their Training Activities page. Click on the **Training Activities** link under My Learner Account in the left navigation bar. Then review the **Completed Courses** section in the middle part of the page. If the course is listed here with the date the course was completed (in the far-right “Schedule” column), then it has been successfully completed.



If the user did select “Yes” on the Training Conclusion page that indicates they “have read the materials presented” in the course but they did not find the course listed in the Completed Courses section of the Training Activities page either, then they can try the following steps:

- Scroll to the bottom of the main page for the course and click on the “**Cancel booking for this course.**” button:



2. In Internet Explorer, select **Tools** → **Internet Options** from the Menu Bar, find and click on the **Delete** button in the section referring to deleting temporary files, history, cookies, etc.:



3. Close the **Internet Options** window
4. Sign off of myUK and completely close all internet browser windows
5. Open one internet browser window
6. Sign back on to myUK
7. Locate and re-book the course
8. Start the course again from the very beginning , going through each and every slide (You can do this quickly...you don't have to re-read every slide!), until you reach the very last slide (slide 29)
9. Once you are on the very last slide, click on the “**Log off**” button in the lower corner of the window – The browser window containing the course slides will close and within 30 seconds (depending on campus network traffic) the course information window should refresh and you should receive a green-font message confirming your participation for the course:

**Your participation in this course has been completed.**