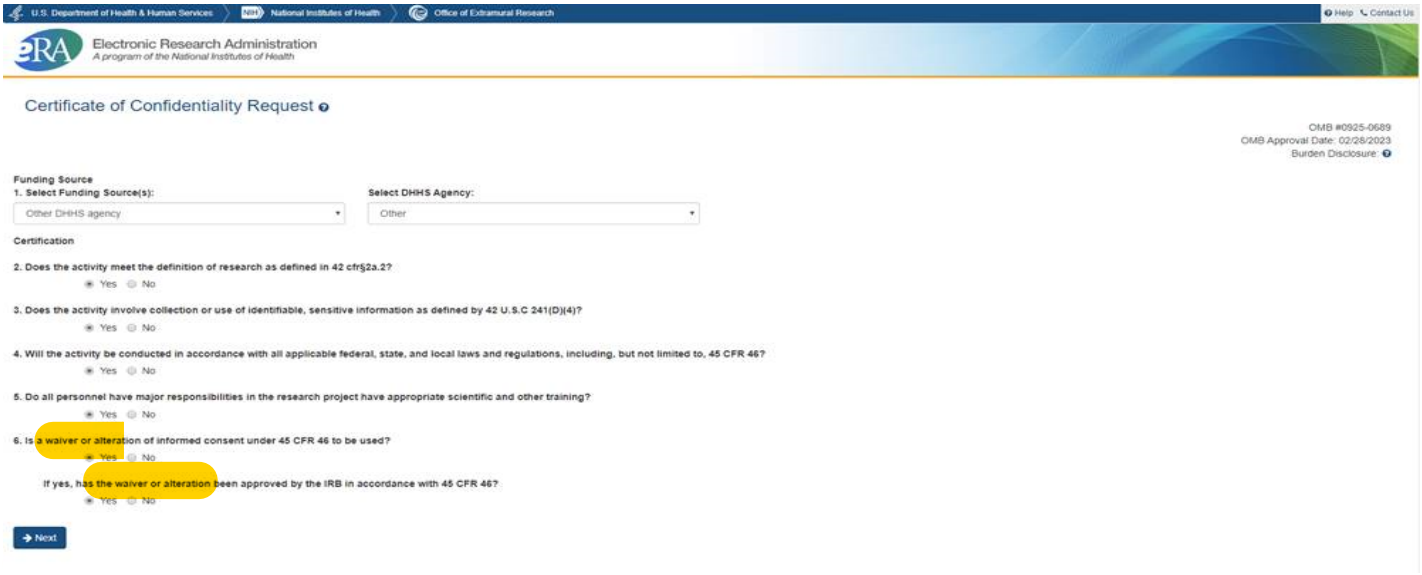
1.2. CoC Login screen

1.2.1. User Interface

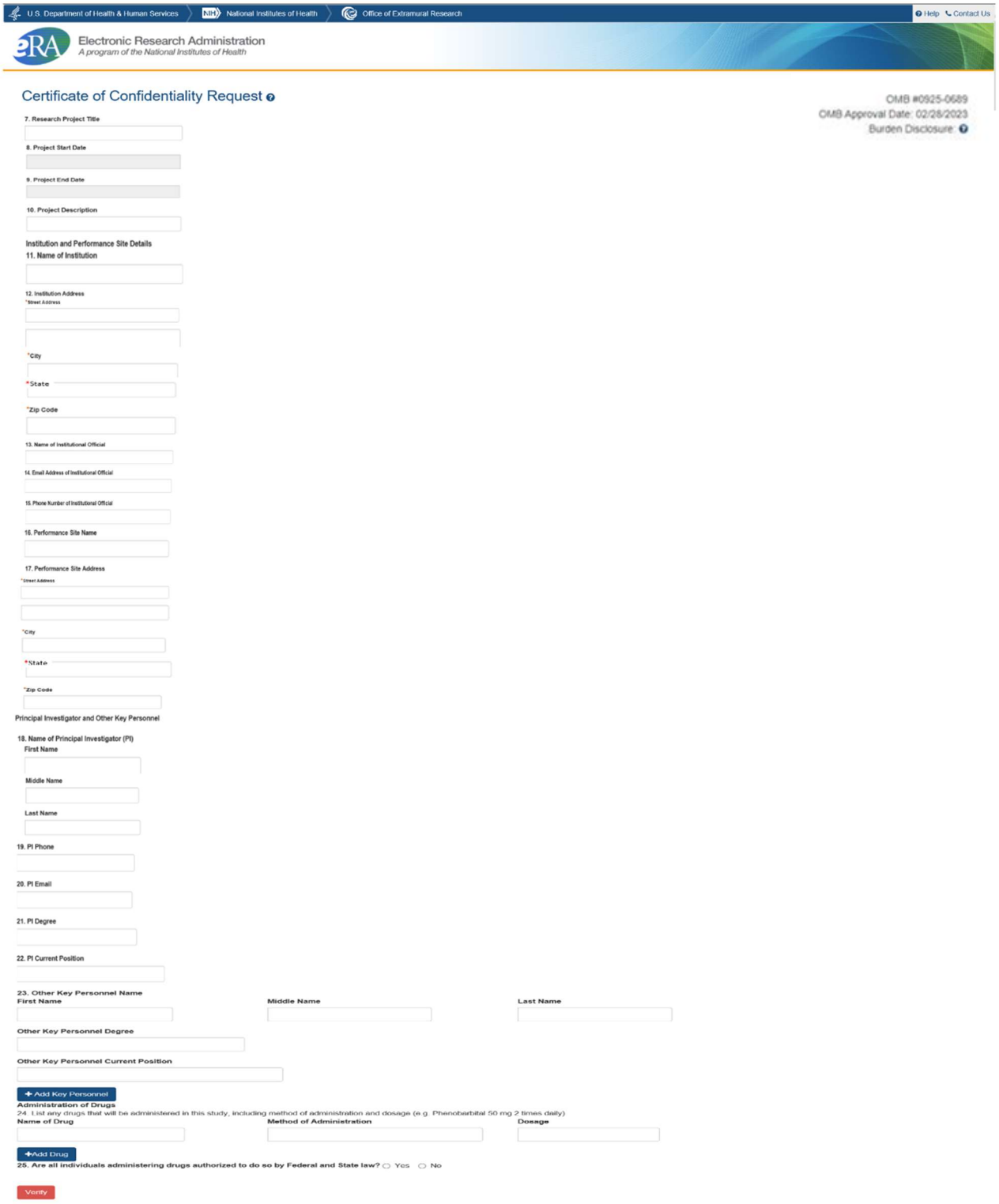
1.3. Certification

1.3.1. User Interface



1.4. Research & Performance Site details

1.4.1. User Interface



1.5. For instructional purposes only

1.5.1. User Interface

Instructions Only

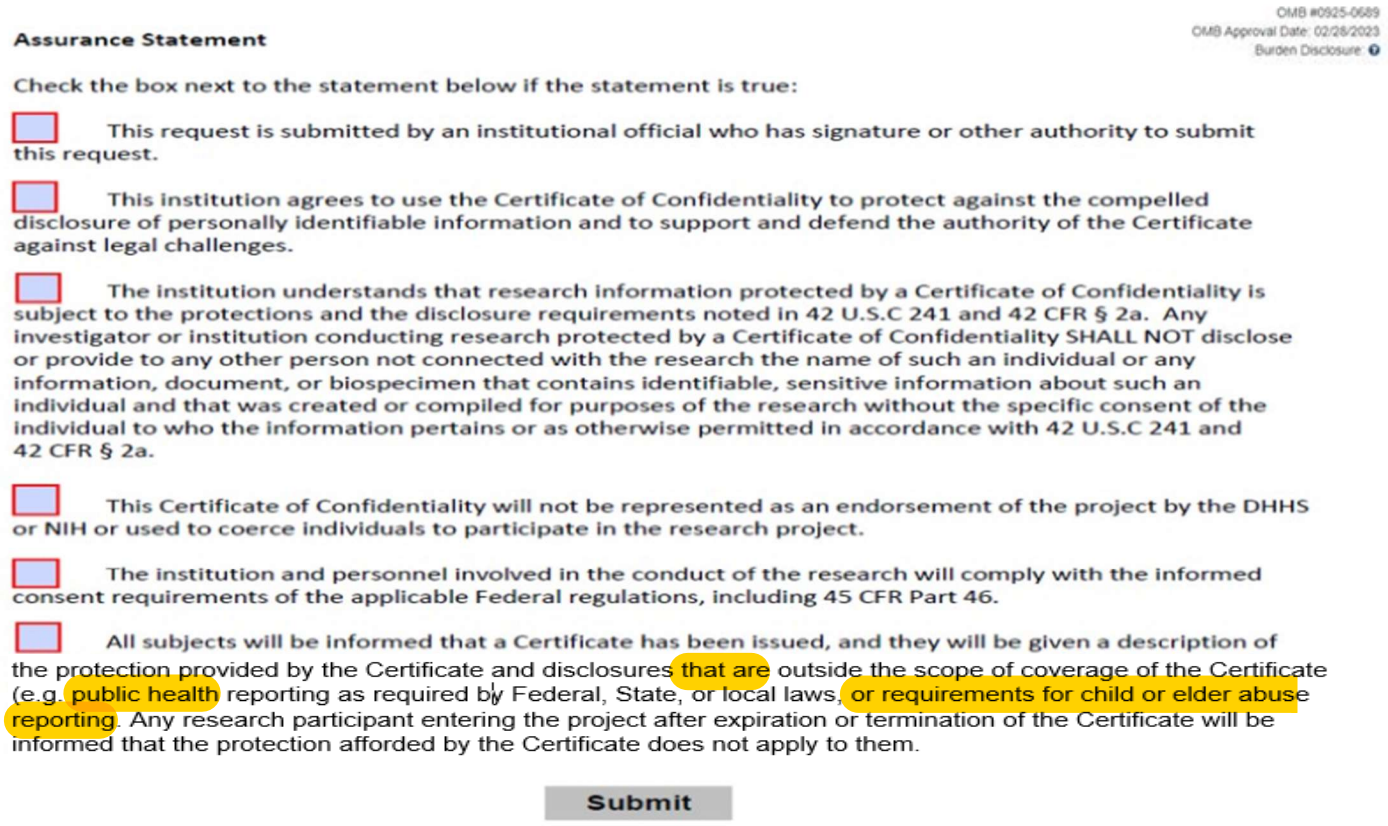
After the user completes questions 1 – 26 and add the BND Form 223 then they will click on the Verify for button. This will send an email to the institutional official email address that was entered on the form and will contain an encrypted link. When the institutional official clicks on the link they will be re-redirected to the CoC form to review and complete the Assurance Statement questions at which time they will have a button to submit.

Once the CoC request form is submitted a success screen will be displayed with a CoC Request ID #. There should be onscreen language instructing user to keep the request ID # for their reference.

After submission an automatic email should be generated and sent to the PI, Institutional Official. This email should include a PDF copy of the application.

1.6. Assurance

1.6.1. User Interface



OMB #0925-0689
OMB Approval Date: 02/28/2023
Burden Disclosure:

Assurance Statement

Check the box next to the statement below if the statement is true:

☐ This request is submitted by an institutional official who has signature or other authority to submit this request.

☐ This institution agrees to use the Certificate of Confidentiality to protect against the compelled disclosure of personally identifiable information and to support and defend the authority of the Certificate against legal challenges.

☐ The institution understands that research information protected by a Certificate of Confidentiality is subject to the protections and the disclosure requirements noted in 42 U.S.C 241 and 42 CFR § 2a. Any investigator or institution conducting research protected by a Certificate of Confidentiality SHALL NOT disclose or provide to any other person not connected with the research the name of such an individual or any information, document, or biospecimen that contains identifiable, sensitive information about such an individual and that was created or compiled for purposes of the research without the specific consent of the individual to who the information pertains or as otherwise permitted in accordance with 42 U.S.C 241 and 42 CFR § 2a.

☐ This Certificate of Confidentiality will not be represented as an endorsement of the project by the DHHS or NIH or used to coerce individuals to participate in the research project.

☐ The institution and personnel involved in the conduct of the research will comply with the informed consent requirements of the applicable Federal regulations, including 45 CFR Part 46.

☐ All subjects will be informed that a Certificate has been issued, and they will be given a description of the protection provided by the Certificate and disclosures that are outside the scope of coverage of the Certificate (e.g. public health reporting as required by Federal, State, or local laws, or requirements for child or elder abuse reporting. Any research participant entering the project after expiration or termination of the Certificate will be informed that the protection afforded by the Certificate does not apply to them.

Submit

1.7. Burden Disclosure

When the Burden Disclosure link is selected on any system screen, the Burden Disclosure pop-up shown in 1.7.1 will appear on the screen.

1.7.1. User Interface