







## 1.0 CoC Screens

### 1.1 CoC User Interface, Question 1

**Commons**National Institutes of Health  
Office of Extramural Research




Certificate of Confidentiality |

## Certificate of Confidentiality Request ?

\* Required Field

OMB #0925-0689  
OMB Expiry Date: 04/30/2025  
Burden Disclosure

Print

**Funding Source**

**1. Select Funding Source(s) \***


National Institutes of Health

National Institutes of Health

Other DHHS agency

Other federal agency

Non-federal

**eRA - End-to-End Grants Management Solutions**  
NIH Grants and Funding  
National Institutes of Health  
HHS - U.S. Dept. of Health and Human Services

**Resources**  
Privacy Notice | Accessibility | Disclaimer  
HHS Vulnerability Disclosure  
10/09/2024 10:25:26 AM EST

## 1.2 Burden Statement

### Burden Disclosure Statement




Public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.


**An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.**




Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0689). Do not return the completed form to this address.

OK

## 1.3 User Interface: Certification, Questions 2-6

**Commons**

National Institutes of Health  
Office of Extramural Research



Certificate of Confidentiality |

### Certificate of Confidentiality Request

\* Required Field

OMB #0925-0689  
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[Burden Disclosure](#)

Print

**Funding Source**

1. Select Funding Source(s) \*

Non-federal

**Certification**

2. Does the activity meet the definition of research as defined in 42 cfr§2a.2? \*

☐ Yes ☐ No

3. Does the activity involve collection or use of identifiable, sensitive information as defined by 42 U.S.C 241(D)(4)? \*

☐ Yes ☐ No

4. Will the activity be conducted in accordance with all applicable federal, state, and local laws and regulations, including, but not limited to, 45 CFR 46? \*

☐ Yes ☐ No

5. Do all personnel with major responsibilities in the research project have appropriate scientific and other training? \*

☐ Yes ☐ No

6. Is a waiver or alteration of informed consent under 45 CFR 46 to be used? \*

☐ Yes ☐ No

Next →

### 1.3 User Interface: Certification, Questions 7-10, Project Details

#### Project Details

7. Research Project Title \*

8. Project Start Date \*

MM/DD/YYYY



9. Project End Date \*



MM/DD/YYYY



10. Project Description \*

920 characters remaining

### 1.3 User Interface: Certification, Questions 11-15, Institution and performance Site Details

  Institution and Performance Site Details

**11. Name of Institution \***

**12. Institution Address**  
**Street Address \***  
  
  
  
**City \***  
  
**Country \***  
  
**State \***  
  
**Zip Code**



**13. Name of Institutional Official \***

**14. Email Address of Institutional Official \***

**15. Phone Number of Institutional Official**

**Performance Site & Address**  
[Add Performance Site & Address](#)

### 1.3 User Interface: Certification, Questions 18-24, Principal Investigator and Other Key Personnel

  Principal Investigator and Other Key Personnel

**18. Name of Principal Investigator (PI)**

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**19. PI Phone**

**20. PI Email \***

**21. PI Degree \***

**22. PI Current Position \***

**23. Other Person to Receive CoC Communications and Certificate**

<b>First Name</b>	<b>Last Name</b>	<b>Email Address</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**24. Other Key Personnel**  
[Add Key Personnel](#)

### 1.3 User Interface: Certification, Question 25-27, Administration of Drugs and Submit Button

Administration of Drugs

25. List any drugs that will be administered in this study, including method of administration and dosage (e.g. Phenobarbital 50 mg 2 times daily)

Add Drug

Drug Name	Method of Administration	Dosage	Action
Mandrake Root	Oral	5 drops daily	<div>Edit</div> <div>Delete</div>

26. Are all individuals administering drugs authorized to do so by Federal and State law? \*

Yes

No

27. If controlled drugs are used, include a copy of the Drug Enforcement Certification of Registration (BND Form 223) under which the research project will be conducted.

Please submit all documents as a single PDF. If more than one Drug Enforcement Certification of Registration will be submitted, please merge documents into a single file prior to submission.

Attachment

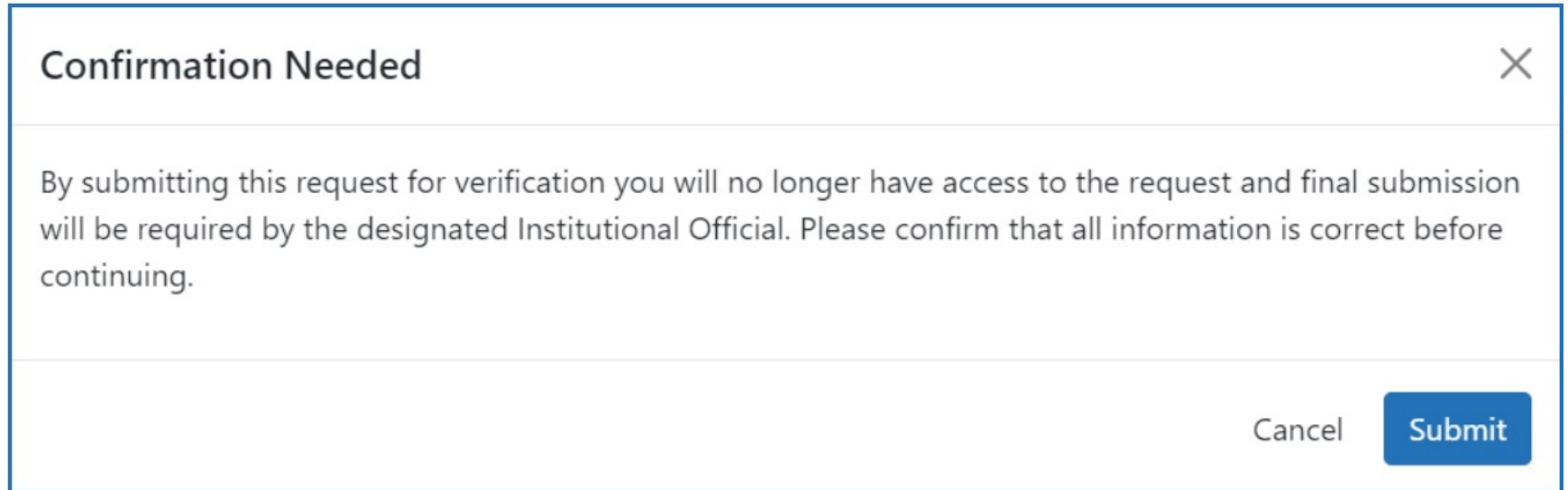
Drop files here to upload, or [browse](#).

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

Submit for Verification

#### 1.4 For Instructional Purposes Only: User Interface

After the user completes questions 1-25 and clicks the Submit for Verification button, the Confirmation Needed dialog pops up. The user will click Yes.



A modal dialog box titled "Confirmation Needed" with a close button (X) in the top right corner. The dialog contains a message about submitting a request for verification and losing access. At the bottom right, there are two buttons: "Cancel" and "Submit".

**Confirmation Needed**

By submitting this request for verification you will no longer have access to the request and final submission will be required by the designated Institutional Official. Please confirm that all information is correct before continuing.

Cancel Submit

The browser will display a success message.






A green success message banner with a checkmark icon and the text "Success: request submitted for verification successfully".

✓ **Success:** request submitted for verification successfully



If there are errors on the form, the form is not submitted and the user can scroll through the form to see the errors in red and correct:

 Institution and Performance Site Details

 There are errors in this Section

**11. Name of Institution \***

This field is required

Once corrected, the user will repeat the steps above to submit the CoC request. Once the request to apply for a CoC has been completed and submitted, it will trigger the system to send an automated email to the email address entered for the Institutional Official (IO).

The IO will need to click the link in the Verification and Submission email, and the browser will open to a page that contains the original CoC request. The IO needs to review the information in the request and verify it is correct. At the bottom of the request, a section titled Assurance Statement appears. The IO needs to review and select all checkboxes and click the Submit button.

### 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. In addition, this institution will not utilize third parties or entities(e.g., contractors, online platform vendors) to collect or store information that cannot or will not protect against the compelled disclosure of the personally identifiable information.
- ☐ \* 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. 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 whom the information pertains or as otherwise permitted in accordance with 42 U.S.C 241.
- ☐ \* 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 individuals from whom informed consent will be obtained 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 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). Individuals who give informed consent and continue study participation after the expiration or termination of the Certificate will be informed that the protections of the Certificate may not cover any new data that is collected after the expiration or termination. Any individual entering the project after expiration or termination of the Certificate from whom informed consent will be obtained will be informed that the protection afforded by the Certificate does not apply to them.

Submit

A pop-up confirmation message appears. The IO needs to click the I Certify button to verify that the statements are true and complete the submission. Once it is fully submitted, both the IO and the PI and other persons listed in the application will receive a confirmation email.

Confirmation Needed

×

By signing this application, I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

Cancel

I Certify