

Step 1: Navigate to Your Dashboard

Log in to CARA and navigate to the COI module and click on the Dashboard tab. From your Dashboard, click 'My Inbox' and then select the certification requiring review. Alternatively, if you received an email notification, the enclosed link will take you directly to the certification.

Step 2: Review the Certification

From the Certification Workspace, click 'Review Certification' to view the discloser's activities and/or interests. You can then scroll through the certification or use Left Navigator to jump to specific sections of the form.

Once the Certification has been reviewed, select 'Exit' to navigate back to the workspace.

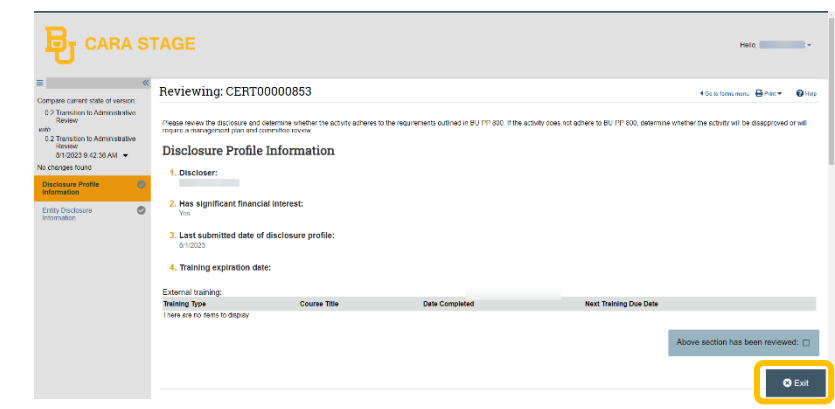
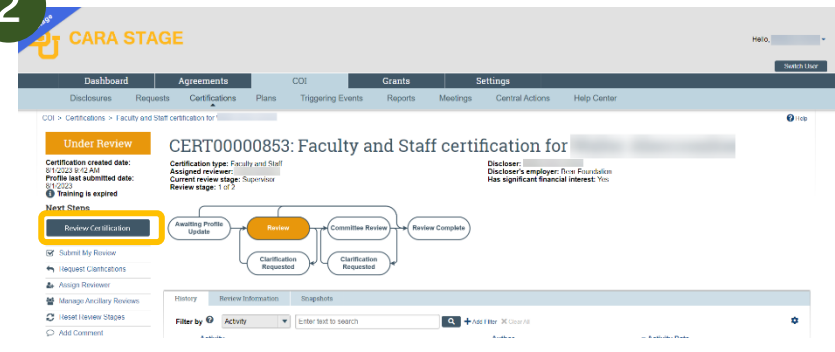
Step 3: Request Changes or Submit for Review

If you have questions for the discloser, 'Request Clarifications' will return the certification to the Discloser with a request to provide additional information. **Note:** If you would like to receive an additional opinion on the disclosure, you can invite an ancillary reviewer to see the disclosure by selecting 'Manage Ancillary Reviews'.

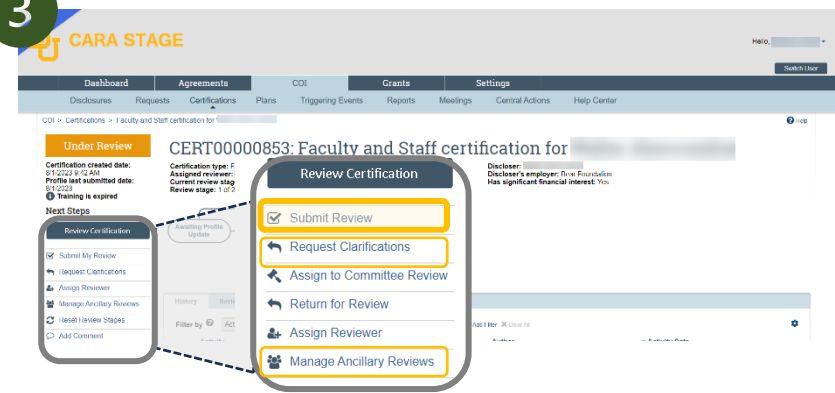
Once your review is complete, navigate to 'Submit My Review' to document your review determination.

Need Help? Check out the detailed [CARA COI Reviewers guide](#) or contact CARAsupport@baylor.edu.

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