Using Editorial Manager/Convey to collect author Declarations of Interest

Stephanie Boughton
Research Integrity Editor
Cochrane Editorial & Methods Department

Trusted evidence.
Informed decisions.
Better health.
Outline

- Convey and collection of author Declarations of Interest (DoI)
- Using Convey as an author
- Editorial teams: using Editorial Manager to check author DoI
- Editorial teams: using Convey to collect/check author DoI
- Resources and support
Within Editorial Manager (EM), authors’ DoI are requested and completed via Convey, a not-for-profit DoI management system provided by the American Association of Medical Colleges (AAMC).

Convey serves as a central repository where individuals can enter and maintain records of their financial interests.

The individual’s records can be used to populate DoI forms required for different reviews or different organisations.
Collecting author Dols

• Conflict of Interest (CoI) policy for Cochrane Library content (2020) runs in parallel with Commercial Sponsorship policy (2014)
• Authors submitting to EM answer same questions in Convey
• Editorial staff check declarations in line with relevant policy
• DoIs are collected at the following time points:
  – Title registration (for reviews) / point at which the decision is made to update (for updates)
  – Annually until publication of the protocol / review / update
  – Just prior to publication of the protocol
  – Just prior to publication of the review / update
Using Convey as an author
New submissions

- Submission to EM automatically trigger email from Convey to all authors
- Email from AAMC ([Do_Not_Reply@aamc.org](mailto:Do_Not_Reply@aamc.org))
- Contains unique URL for authors to submit Dols
- Weekly reminders are sent until the DoI form is completed

- **Please note** currently a bug means that automated emails are not triggered for authors who added after submission. In such cases contact [support@cochrane.org](mailto:support@cochrane.org) for assistance.
Dear Stephanie Boughton,

You are required to complete a Declaration of Interest in relation to the following submission: COCHRANETRAIN-2021-00566: Using Editorial Manager/Convey to collect author Declarations of Interest.

Please complete your Declaration of Interest within seven days of receiving this email (by 11-15-2021). If you do not complete your Declaration of Interest by this date, it may cause delays in editorial processing of your submission.

Cochrane requires Declarations of interest from all listed authors when:
- a Cochrane Review or title proposal is submitted to Editorial Manager;
- a Cochrane Review is transferred to Cochrane’s Central Editorial Service;
- work begins on a Cochrane Review update;
- you are added as a new author to a Cochrane Review (Declaration required from new author only)

If you have any queries about this Declaration of Interest, please contact support@cochrane.org, quoting the ID: COCHRANETRAIN-2021-00566: Using Editorial Manager/Convey to collect author Declarations of Interest.

To facilitate the collection of Declarations of Interest, Cochrane uses Convey, a service run by the Association of American Medical Colleges. Through Convey, you can securely record and maintain your own financial interests and disclosure history. You will be guided through Cochrane’s CoI requirements and will submit only the information needed for this declaration. To start the process, please click on the link below.

Start Disclosure for Cochrane - Aries Integration Beta Test

If you already have a free AAMC account:
- Click the Start Disclosure for Cochrane - Aries Integration Beta Test link above, log in with your AAMC username, and start your disclosure.

If you do not have a free AAMC account:
- Click the Start Disclosure for Cochrane - Aries Integration Beta Test link above, and then click "Create AAMC Account."
- After you create an account, you will receive a confirmation email from aamc_registration@aamc.org.
- Click on the link provided in the confirmation email to verify/activate your account.
- Once your account is verified, return to this email and click the Start Disclosure for Cochrane - Aries Integration Beta Test link above, log in with your AAMC username, and start your disclosure.

**Check your inbox and spam/junk folders for the AAMC account confirmation email. If you did not receive it, go to convey.aamc.org and sign in. You will be given the option to correct/change your email and have the confirmation email resent. Please add aamc.org to your approved senders list.

If you have questions on how to get started or need any technical support, please contact us at Contact Convey Support or 202-909-2001.

Convey has been designed to best support the following modern desktop browsers. If you are not currently using a supported browser, it is strongly recommended that you download or upgrade to a supported browser. If you elect not to upgrade your desktop browser, your experience may not be optimal and you may not be able to fully utilize Convey.

We currently support the following browsers:
Declaring interests in Convey

- Link in email takes authors to ‘Sign in’ page
- Author must log in or create account
Step 1: Policy & Instructions

- Summary of Cochrane’s Col policy and instructions for completing Dol form
- Page divided into 2 sections:
  1. Policy & Instructions
  2. Discloser identifier and purpose
- Links to:
  - Col Portal (for policies)
  - Instructions for authors
Step 2: Enter interests

New user

Do you have anything to disclose?

Add an Interest

Nothing to Disclose

Returning user

Cochrane

Disclosure To: University of AAMC

Policy Details  Enter Interests  Additional Questions  Review and Send

The interests you have stored in Convey have been placed into the list of currently included interests or those interests excluded from this disclosure, based on the requirements of the organization listed above. You can include or exclude any interest from this disclosure.

None of the interests listed below should be included in this disclosure.

Add an Interest  View Interests

Company or Organization

<table>
<thead>
<tr>
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<th>Type</th>
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<td>Bayer</td>
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<td>View / Edit</td>
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</table>

Interests Not Included In This Disclosure

Any interests displayed in this section are in your "My Interests" repository but will not be disclosed to this organization. These interests were either automatically excluded based on this organization's settings or you excluded them from this disclosure. You can include any of these interests in this disclosure by clicking the 'Include' button below.

<table>
<thead>
<tr>
<th>Entity</th>
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<th>Reason</th>
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</table>

View Interests
Is this interest related to ...

a Company or Organization
Stock, Employment, Ownership, Consulting, Board Membership, Grant, Royalty Income, etc.

Intellectual Property
Patent (licensed or unlicensed), Copyright, Trademark, Other Intellectual Property

Search for and select an entity
Search for an entity
Enter search text here
Company or organization (drug or device manufacturer, investment firm, clinical laboratory, etc.)

Previously Selected Entities
Name | State | Country
--- | --- | ---
Bayer |  |  |
3M |  |  |
Pfizer |  |  |
Microsoft |  |  |
Select an Interest Type: Bayer

### Professional Services
- Employment
- Fiduciary Officer
- Independent Contractor
- Consultant
- Data and Safety Monitoring
- End Point Review Committee
- Expert Witness
- Other

### Financial Stake
- Stock
- Stock Option
- Other Securities
- Other Business Ownership

### Financial Support
- Gift
- Travel
- Grant / Contract
- Royalty and Licenses

Which button do I select to disclose:
- Membership on corporate or organization board of directors?
- Ownership of a company?
- Licensed intellectual property (IP) or royalties from that IP?
- Compensation from this entity related to a publication?
- Work on a Scientific Advisory Board?
- A speaking engagement?
- An Investigator or Enroller in a Clinical Trial?
- Compensation for editorial work or authorship?
Bayer: Independent Contractor

**Independent Contractor**

**Category**
Consultant

**Description** *

**Start Date** *
- Month
- Day
- Year
- Clear

**End Date** *
- Ongoing / No Known End Date
- Enter End Date

**Interest held by** *
- Self
- Spouse/Partner
- Dependent Child
- Other

**Additional Information** (ex: hourly rate, time commitment, supervisor approval, activity details, title, etc)

* - denotes a required field
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Step 3: Additional questions

Sending Disclosure To: Cochrane - Aries Integration Beta Test

Disclosure Purpose: cochrane-train-EM_COCHRANETRAIN_341

Policy Details  Enter Interests  Additional Questions  Review and Send

The questions on this page have been requested by the organization identified above, and your answers are specific to this disclosure. In the future, you will be able to see your answers by reviewing this submitted disclosure, which can be accessed through your History. Any information that you enter here will not change or add to the interests saved in My Interests for future disclosures.

Review this organization's policy & instructions

Add an Interest

Additional Questions

1. For each of the relationships or activities below, please indicate whether you have received payment from a commercial organisation with an interest in the topic of the review within the time period starting 36 months prior to title registration (or when work started in the case of an update) through to publication of the review.

   a. Employment (If you need to add an interest, return to the previous step and select “Employment”)
      - Required
      - ○ Yes, as disclosed in the Interests section. ○ No, I have no relevant interests of this type.

   b. Payment for expert testimony (If you need to add an interest, return to the previous step and select “Expert Witness”)
      - Required
      - ○ Yes, as disclosed in the Interests section. ○ No, I have no relevant interests of this type.

   c. Leadership or other fiduciary role in other board, society, committee, or advocacy group (If you need to add an interest, return to the previous step and select “Fiduciary Officer”)

   - ○ Yes, as disclosed in the Interests section. ○ No, I have no relevant interests of this type.
Step 3: Additional questions

2. If you selected the interest "Other Business Ownership," please provide the start and end date related to this interest. **Required**
This question does not apply to any of the interests you are including in this disclosure. If you include additional interests in the previous step, you may be required to answer this question.

3. For each of the interests entered below, please indicate whether the payment was received by you personally or your institution.

   **3M - Independent Contractor - Consultant**
   a. Were these funds received by **YOU** personally?
      - ☑ Yes  ☐ No

   **3M - Grant / Contract**
   a. Were these funds received by **YOU** personally?
      - ☑ Yes  ☐ No

   **3M - Travel**
   a. Were these funds received by **YOU** personally?
      - ☑ Yes  ☐ No

   **Bayer - Independent Contractor - Consultant**
   a. Were these funds received by **YOU** personally?
      - ☑ Yes  ☐ No
   i. If this payment was made to your institution, did you benefit financially from this payment and/or have access to or control of the funds? **Required**
      - ☑ Yes  ☐ No
Step 3: Additional questions

Non financial interests and involvement in included studies

4. Declaring non-financial/other interests

This section deals with non-financial relationships and activities that have a direct and obvious connection to the topic of the review or other Cochrane Library content.

Please select all interests that may be seen as relevant to the editor or reader.

- a. Published opinions in medical journals, the public press, broadcast and social media relevant to the interventions in the work.
  - [ ] Yes
  - [x] No

- b. Work as a health professional.
  - [x] Yes
  - [ ] No

- c. Any affiliation to an organization (including not for-profit) that has a declared opinion or position on the topic.
  - [x] Yes
  - [ ] No

- d. Other.
  - [x] Yes
  - [ ] No

5. Declaring involvement in eligible studies

Anyone involved in writing a Cochrane Review, should declare whether they have had any direct involvement in the conduct, analysis, and publication of studies that could be included in the specific review.

Were you involved in conducting a study (or studies) that is (are) eligible for inclusion in the work?

- [x] Yes
- [ ] No
Step 4: Review and send

Review Disclosure Being Sent to: Cochrane - Aries Integration Beta Test

Please review carefully the information on this page that will be submitted to the organization identified at the top of the page. You can return to any step in this disclosure to make changes or click the Edit button next to any section on this page. The section entitled "Interests Not Included in this Disclosure" shows the interests that you have saved in Convey that will not be disclosed to this organization.

Once you submit your disclosure, it cannot be modified or revoked. For questions about making changes to disclosure information after submitting a disclosure through Convey, please refer to the FAQ section.

Discloser Name
Maria Gerardi

Discloser Identifier Disclosure Purpose
b6932003-c8af-4e33-8017-37d366de228 cochrane-train-EM_COCHRANETRAIN_342

Interests Included In This Disclosure

Company or Organization

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Editorial teams: using EM to check author DoI
Viewing authors’ declarations in EM

Details for Manuscript Number: COCHRANETRAIN-2021-00244

Conflict of Interest
Attachments
Similarity Check
Manuscript Notes
Production Notes
Editors
Reviewers

Additional Manuscript Details
Manuscript Number: COCHRANETRAIN-2021-00244
Global MS ID: EM_COCHRANETRAIN_339
Full Title: Test
Article Type: Proposal: Intervention Review
Corresponding Author: Maria Gerardi, Cochrane Central Executive London, UNITED KINGDOM
Corresponding Author E-Mail: mgerardi@cochrane.org
License for Publication: Green-Open-Access
Conflicts of Interest: View COI Disclosure
Section/Category: Editorial and Methods
DOI:
Keywords:
File Inventory: File Inventory
Attachments: Attachments
Viewing authors’ declarations in EM

Author has completed DoI

Conflict of Interest Disclosures for Manuscript Number: COCHRANETRAIN-2021-00246 "test 3"

All available Conflict of Interest disclosure information for the authors of this submission is displayed below.

Request Updated COI Data

Last Updated: 06/14/2021 10:38:44

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<td>Jun 14, 2021</td>
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</table>

Author has not completed DoI

Conflict of Interest Disclosures for Manuscript Number: COCHRANETRAIN-2021-00244 "Test"

All available Conflict of Interest disclosure information for the authors of this submission is displayed below.

Request Updated COI Data

Last Updated: 06/14/2021 10:51:50

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Viewing authors’ declarations in EM

- Always click on ‘Show Full Details’ or ‘Download PDF’
- Do not rely on information shown under ‘Summary of interests’ as this will not show the answers to the additional questions section of the Convey form.
Viewing authors’ declarations in EM

Show Full Details
Viewing authors’ declarations in EM

Maria Gerardi

**Disclosure Purpose:** cochrane-train-EM_COCHRANETRAIN_342

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**Additional Questions:**

1. For each of the relationships or activities below, please indicate whether you have received payment from a commercial organization with an interest in the topic of the review within the time period starting 56 months prior to title registration (or when work started in the case of an update) through to publication of the review.

   a. Employment (If you need to add an interest, return to the previous step and select "Employment")
      - No, I have no relevant interests of this type.
   b. Payment for expert testimony (If you need to add an interest, return to the previous step and select "Expert Witness")
      - No, I have no relevant interests of this type.
   c. Leadership or other fiduciary role in other board, society, committee, or advocacy group (If you need to add an interest, return to the previous step and select "Fiduciary Officer")
      - No, I have no relevant interests of this type.
   d. Grants or contracts (If you need to add an interest, return to the previous step and select "Grant/Contract")
      - Yes, as disclosed in the Interests section.
   e. Patents - planned, issued, or pending (If you need to add an interest, return to the previous step and select "Patent")
      - No, I have no relevant interests of this type.
   f. Consulting fees (If you need to add an interest, return to the previous step and select "Consultant")
      - Yes, as disclosed in the Interests section.
Viewing authors’ declarations in EM

- Updates to declarations do not automatically show up in EM
- Refresh DoI information in EM by clicking ‘Request Updated COI Data’
Adding flags

- You can add flags to indicate DOI status of a review in EM
Annual reminders

• Authors of protocols, reviews and updates in progress, receive an automated annual reminder to review and update their DoI statement

• Authors can use the link in their original request email from Convey to update their interests at any time

• Or they can log into Convey and update the relevant disclosure.

• Authors are also asked to let the editorial team know of any relevant changes by email.

• Changes made in Convey will not automatically be pulled into EM.
Ad hoc reminders to authors

- Editorial teams can send reminder emails to authors. This email goes to all authors listed on the review and includes a link to update declarations in Convey.
Editorial teams: using Convey to collect/check author DOI
Use of Convey by Editorial Teams

• Not required in most cases as DoI are viewable in EM
• Editorial staff need to log on to Convey in following scenarios:
  – Before work begins on a review update
  – For annual reminders for invited submissions where the authors have not yet submitted work to EM
  – A new author joins an existing team who have not yet submitted work to EM
• In these scenarios Convey is used to generate a link to request authors’ declarations and to view the declarations
Access to Convey

• Groups may use one Convey account login for whole editorial team

• When your group starts using EM, please let the Support Team know which email address you would prefer to use to access the system

• Your chosen email address will receive an automated message from Do_Not_Reply@aamc.org, inviting you to create a Convey account as a Disclosure Manager
Creating a Discloser List in Convey

• Discloser List created to invite the author team to disclose through Convey
• Step by step instructions in ME guidance on CoI Portal

1. Log in to Convey and select the Disclosure Manager role
2. On the Managing Disclosures screen, select **Manage Discloser Lists**

3. On the Discloser Lists screen, select **Create New List**
4. Create Discloser List

• Enter the review title in both the **Disclosure List Name** and **Description** fields

• Enter **Disclosure Purpose** using the following naming conventions:
  - For review updates - **Pre-Update-Disclosure**
  - For annual reminders - **Annual-Disclosure**

• Enter your contact details

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**Create Discloser List**

- **Discloser List Name**: Macrolides for chronic asthma
- **Disclosure Purpose**: Pre-Update-Disclosure
- **Contact Name**: Test ME
- **Contact Email**: testme@cochrane.org
- Description, Activity Start Date, Activity End Date, and Disclosure Submission Deadline Date are optional fields.
- Turn on Initial Request and Reminder emails in the ‘Automatic Email Distribution’ section.
- Click on ‘Create list’
5. On the Manage Disclosers screen, select ‘Add’ and enter each author's details. Use the author’s email as ID. Click on ‘Add & Send Request’ to trigger emails to authors.
6. Notifications: on the Discloser Lists screen, you can select to receive notifications each time an author completes a disclosure related to this list, or a daily summary of new disclosures.
Viewing author Dol

- Log in as ‘Disclosure Manager’
- Select ‘Manage Disclosers List’ and click on the list

Discloser Lists
Exporting author DoI

- Select the relevant authors using the tick boxes on the left-hand side of the screen
- Click on ‘Export Disclosures’ button
Select ‘Disclosure with Supporting Documents’ and click ‘Export’. Download the report.

- You can add these as attachments to the File Inventory on the relevant review in Editorial Manager.
- When the update is submitted to Editorial Manager the authors will automatically be requested to submit their DoI, which will be visible in Editorial Manager directly.
Resources and support
Support and resources

- Guidance for Managing Editors – CoI portal
  - https://training.cochrane.org/online-learning/policies/coi-policy/guidance-mes-doi-forms-convey#Section%205

- Submitting a DoI form: Instructions for authors – CoI portal
  - https://training.cochrane.org/online-learning/policies/coi-policy/doi-form-authors-convey

- Queries about guidance/Convey/EM – Support Team
  - support@cochrane.org

- Queries about author CoI/policy – Research Integrity Team
  - Referral form - https://training.cochrane.org/online-learning/editorial-policies/coi-policy/referrals-conflict-interest-panel
  - colarbiter@cochrane.org
Thank you

Questions?