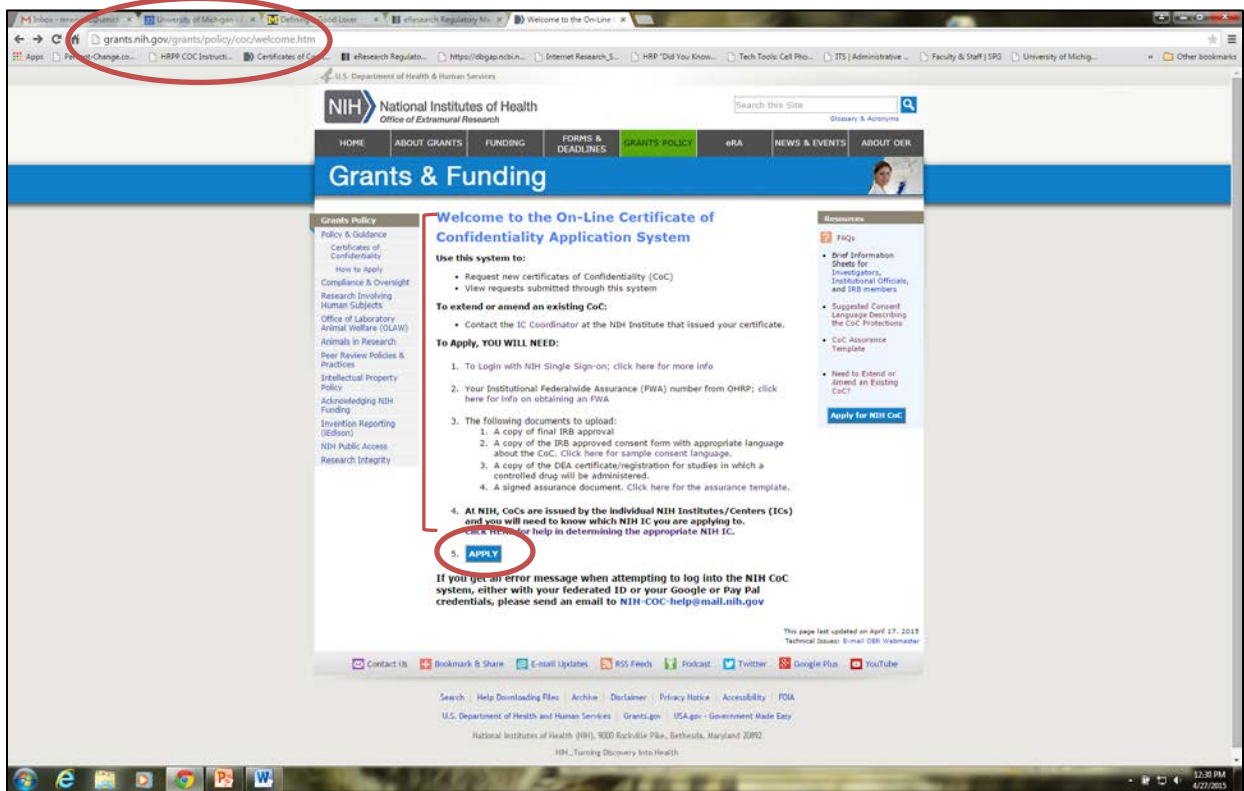



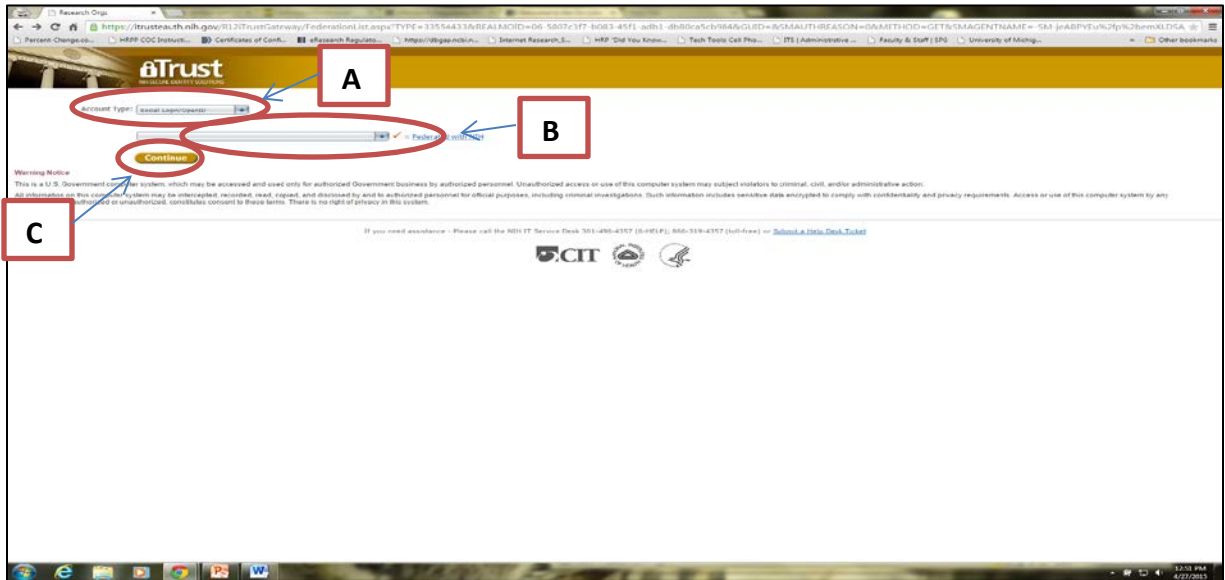
Effective April 14, 2015, the NIH instituted a new online application system for *initial* Certificates of Confidentiality (CoC). All applications for CoCs must be made using the new system (i.e., hard copies no longer accepted). The following steps will lead the applicant to the login page to the new system. To login in, you will use your M+Google U-M login credentials. If you have questions, please contact your NIH unit representative or for IRB-HSBS applications, contact Mary Ramirez at mramirez@umich.edu , 615-9464; for IRBMED applications, contact Joe Austin at sjAustin@med.umich.edu, 763-1236. **NOTE:** to amend or extend an existing CoC, contact your NIH representative first for instructions on what is required for the review process.


1. Go to: <http://grants.nih.gov/grants/policy/coc/welcome.htm>

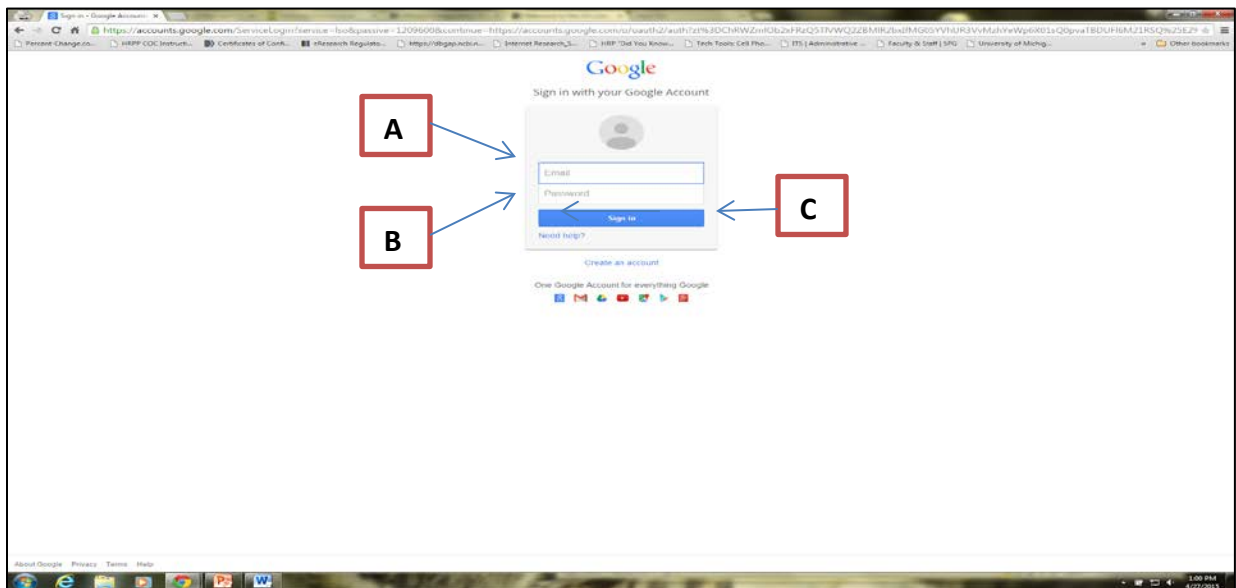



2. Read through the information at the Welcome page. When you have completed this step, advance to item 5 and click the **APPLY** button. This will take you to the iTrust login page. **NOTE:** there are a number of links on the Welcome page to other CoC kiosk information pages. If you leave this page before your first login, be sure to navigate back here to use the correct **APPLY** button.

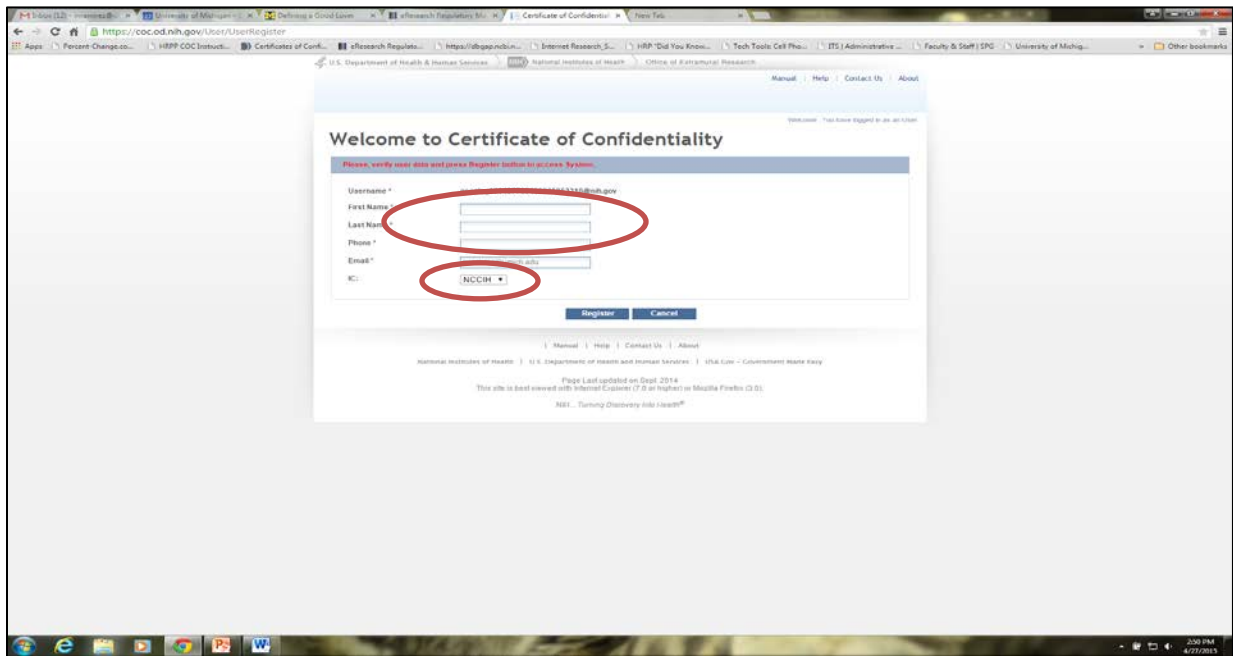
3. At the iTrust login page, select “Social Login/OpenID” from the Account Type drop-down list (A). Then, in the next drop-down list that opens, select “Google” (B). Then, click the  button (C).



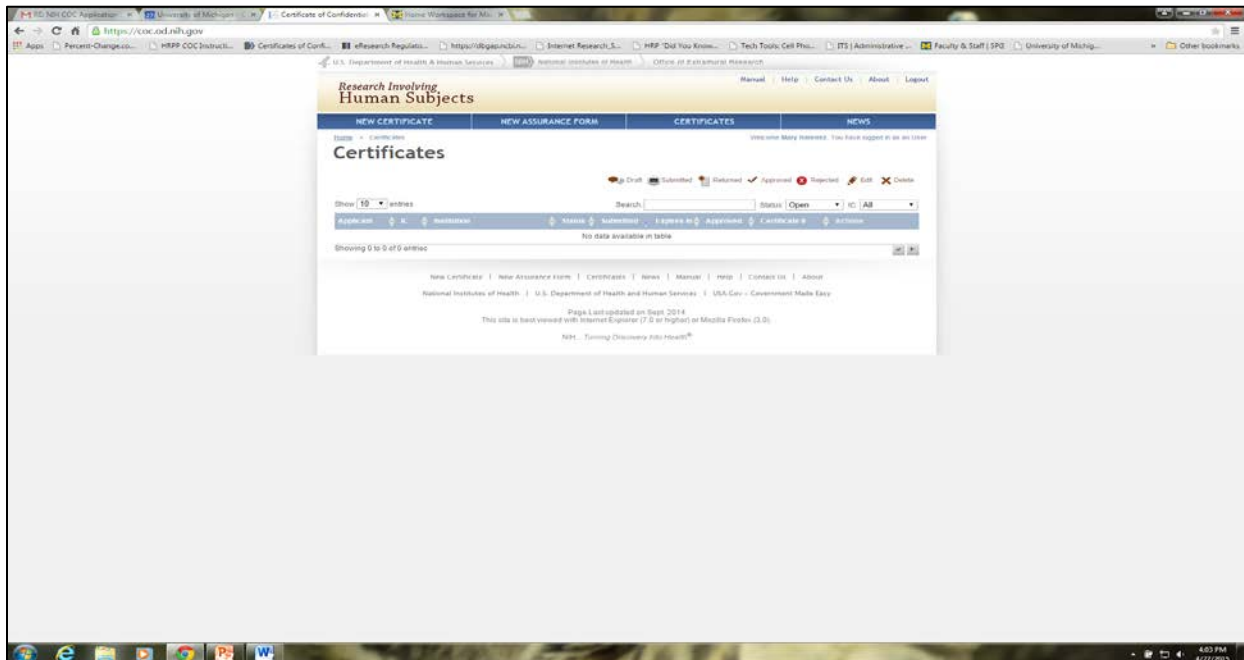
4. The Google Login page opens. Enter your U-M email (A) and your Kerberos password (B). Then, click the  button (C).



5. You should now be at the **Welcome to Certificate of Confidentiality** page. Fill in the required fields. Select the NIH center (IC) to which you will apply for the CoC from the drop-down list. Click the  button.



6. You should now be at your personal Certificates workspace and should be able to generate your CoC application. Bookmark the page before leaving for easy return access.



7. **You must provide a copy of your CoC application to U-M HRPP for review and sign-off by the Deputy Institutional Official prior to submitting to the NIH.**

To print a copy of the application: After you have completed all sections (except section 15), go to the very end of the application and find the “Download” button. Print the downloaded document and submit it with your materials for HRPP review. Note: if you don’t see the download button, consider using a different browser.

Please do not print the application from the screen or by using the “Export” button. These versions will not be accepted by HRPP.

For additional information about the HRPP review process and the materials that you must submit, paste the following URL into your browser:

<http://research-compliance.umich.edu/certificates-confidentiality>