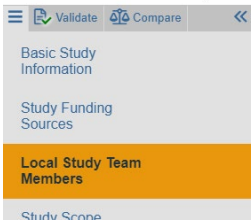
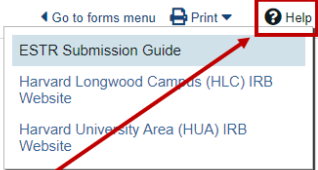
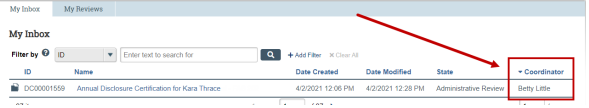


1.25.3 Upgrade and Configuration Release Items: May 2021

Jump To

- [Cross-Suite Enhancements](#)
- [IRB Enhancements](#)
- [Agreements Enhancements](#)
- [Data Safety Enhancements](#)
- [OAIR Enhancements](#)

Cross-Suite Enhancements

What has changed...	What it means...	How it looks (as applicable)...
View and Navigation		
Accessibility improvements have been applied across the suite, including increased highlighting contrast in the SmartForm navigation and keyboard control enhancements.	Display of some selection colors change, screen reader and keyboard navigation improve, and other functionality remains the same.	
Help links added to SmartForm page views.	A help icon and link appear at the top right corner of every SmartForm page. Click the icon to display quick links to system, policy, and process guidance.	
Dashboard contains additional “coordinator” column.	At the next state change where a submission appears in a person’s InBox (on the Dashboard page), if there is an assigned review contact (referred to as a “coordinator” across the suite), that person’s name will appear in the right column.	
Secure rendering enabled	This background setting has been consistently across the suite.	

Top-tab navigation

The order of parent tabs has changed across the suite to simplify navigation between process areas.

GMAS integration and application updates

This suite is integrated with GMAS and there are coordinated cross-application changes. Along with the changes described in these notes, please view the GMAS-specific release notes for planned GMAS-side enhancements: <https://gmas.fss.harvard.edu/releases>

IRB Enhancements

What has changed...	What it means...	How it looks (as applicable)...
SmartForm		
<p>External IRB Page: Added questions about data management</p>	<p>A new required question on the External IRB page asks investigators to provide additional information about who will be responsible for managing data and whether data will be identifiable.</p> <p>This question will need to be updated when existing studies are modified.</p>	<p>4. * Will data be managed by Harvard researchers either remotely or housed at Harvard (e.g. physically or in Harvard Cloud Storage)?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No Clear</p> <p>If yes, mark all that apply:</p> <p><input type="checkbox"/> Data will be directly labeled with personal identifying information (identifiable)</p> <p><input type="checkbox"/> Data will be labeled with a code that the research team can link to personal identifying information. This refers to when the research team is using a crosswalk document to link identifiable data to research data and each data set is kept separately.</p> <p><input type="checkbox"/> Data will not be directly identifiable but there will be a code held by the data source that links to the identities (Coded), i.e., if receiving data from another site</p> <p><input type="checkbox"/> Data will not be labeled with any personal identifying information, nor with a code that the research team can link to personal identifying information (Anonymous or De-Identified)</p>
<p>Investigator moved to the beginning of the Funding Source selector</p>	<p>Because many researchers search for funding based on the PI's name, the funding source selector has been reorganized to display the Investigator first.</p>	
<p>Updated Site Description prompt on Basic Site Information page</p>	<p>The prompt was updated to provide more detail about what information should be included in this field.</p>	<p>4. * Brief description of activities this site will perform (including but not limited to intervening/interacting with participants, obtaining informed consent, and/or obtaining private, identifiable information):</p> <div data-bbox="1381 824 1787 959" style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>Added warning on closure requests for studies with FDA oversight</p>	<p>This new warning alerts investigators that more information may be necessary before the reviewer can make a determination on whether closure is appropriate for studies involving FDA oversight.</p>	<p>2. Research milestones: (select all that apply)</p> <p><input checked="" type="checkbox"/> Study is permanently closed to enrollment OR was never open for enrollment</p> <p><input checked="" type="checkbox"/> All subjects have completed all study-related interventions OR not applicable (e.g., study did not include interventions, no subjects were enrolled)</p> <p><input checked="" type="checkbox"/> Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)</p> <p><input checked="" type="checkbox"/> Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled)</p> <p><input type="checkbox"/> Remaining study activities are limited to data analysis</p> <p><input type="checkbox"/> Study remains active only for long term follow-up of subjects</p> <p>Important: The IRB will determine the mode of review (including if study closure is appropriate) based on what is marked above. If subjects will continue to be enrolled or if no items apply, leave this research milestone section blank.</p> <p>Important: This study involves FDA oversight and may not be eligible for closure. The reviewer may seek additional information or revision before making a determination on closure.</p> <p>* I acknowledge that this study will be closed: <input type="checkbox"/></p>
Activities		
<p>Add Participating Site activity available to Primary Contacts</p>	<p>Primary Contacts can now add Participating Sites on behalf of the Principal Investigator.</p>	
Reporting		
<p>Reports updated to accommodate data structure changes</p>	<p>Changes in the data structure related to the 9.0 upgrade caused the following reports to fail:</p> <ul style="list-style-type: none"> • Studies Involving International Sites • Expedited Actions Completed in the Last 45 Days 	

This has been corrected and reports are now working as expected.

New Report: Study Team Members by IRB Office

A new report has been added which lists study team members by project, associated with the IRB Office responsible for oversight of the study.

New Report: Expedited Actions Report – Filterable by Committee

An alternate version of the Expedited Actions report is included on the Meeting Workspace, which allows for filtering by IRB and control over the dates captured in the report. Additional instructions are provided on the page for fine-tuning the report.

Letters and Notifications

Updated Notify Reviewers notification

This notice now provides additional instructions to the reviewer.

Notification of Reviewer Assignment

To: [REDACTED]

Link: [CUHS IRB Meeting - 04/15/2021](#)

You have been assigned as a reviewer for agenda items to be reviewed at the next IRB meeting (4/15/2021 4:00 PM). Click the link above to view the meeting workspace and your review assignments. Upon receiving this notice, you should:

- Ensure you have access to all of the study documents that need to be reviewed.
- Conduct your review with enough time to communicate any major concerns to IRB staff.

Updated Add Private Comment notification

The content of the Private Comment is now included in the body of this notification.

Notification of Private Comment Added

Link: [IRB20-1141](#)

Title: [REDACTED]

Principal Investigator: [REDACTED]

Description: The following private comment has been added to this submission. Click on the link above to view details on the history tab of the submission workspace.

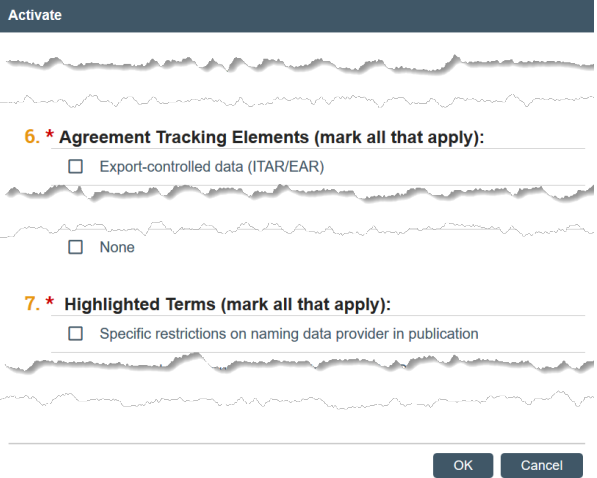
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

People and Organizations

Enhanced Student Profiles

ESTR will now receive School affiliation for students. This will display on the Person profile.

Agreements Enhancements

What has changed...	What it means...	How it looks (as applicable)...
SmartForm		
Clarified IRB and Data Safety guidance	For initial submissions, the Data Safety guidance has been clarified to specify that the Safety submission should be created when an agreement draft is available. For amendments, the IRB guidance does not appear, and the Data Safety guidance specifies that a Data Safety protocol may need to be created or updated.	
Filtered certain organizations out of Contracting Party selection options	Certain inactive and duplicate organizations (including a duplicate record for National Institute of Health (NIH) - dbGaP) have been filtered out of the Contracting Party selection options to prevent researchers from selecting incorrect Contracting Party records.	
Activities		
Added Agreement Tracking Element options to the Activate Activity	Agreement tracking elements can now be added when the Activate activity is completed, in addition to being added via the Track Agreement Elements activity. Tracking elements must now be added before the agreement is activated.	 <p>The screenshot shows a form titled 'Activate' with two sections for marking applicable items:</p> <ul style="list-style-type: none"> 6. * Agreement Tracking Elements (mark all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Export-controlled data (ITAR/EAR) <input type="checkbox"/> None 7. * Highlighted Terms (mark all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Specific restrictions on naming data provider in publication <p>Buttons for 'OK' and 'Cancel' are visible at the bottom right of the form.</p>
Workspace		
Assign Owner activity hidden from study team	Researchers sometimes confused the person who assigned the owner/reviewer with the reviewer based on how the Assign Owner activity displayed on the History tab. The activity is now hidden from the study team on the History tab, so that researchers will not see who assigned the reviewer and will only see the reviewer listed in the top left corner of the submission workspace.	

Added PI and Primary Contact active/inactive status to Contacts tab

To help with the management of agreement submissions in review, the active/inactive status of the associated PI and Primary Contact will now display on the Contacts tab. Reviewers will now have quick access to information about whether the main contacts have left the university and no longer need the agreement.

History	Communication	Agreement Documents	Contacts	...
Agreement Manager/Principal Investigator				
Paul Lastname	paul_lastname@hsdm.harvard.edu	617-432-1111	Inactive	
Agreement Creator				
Cerie Xerox	cerie_xerox@hsdm.harvard.edu	617-432-2222	Active	
Agreement Owner/Assigned Reviewer				
Liz Lemon	liz_lemon@hms.harvard.edu			

Added submission Guest List to Contacts tab

Guests associated with a project will now display on the Contacts tab.

History	Communication	Agreement Documents	Contacts	...
Agreement Manager/Principal Investigator				
Guests Who Can View This Submission				
Name	Email			
James Spurlock	james_spurlock@noreply.harvard.edu			
Kenneth Parcell	kenneth_parcell@noreply.harvard.edu			

Notifications

Updated Amendment Approval notification

The text of the main submission activation notice was updated in a prior release to include the text, "Before you publish or share this data, check the terms of the agreement." In this release, the amendment approval notification has been updated to include that information as well.

Updated Expiration Reminder notification

The agreement expiration reminder now specifies that the study team should update the submission SmartForm if they are amending the agreement to extend its expiration date.

Notification of Expiration Reminder

To: [Redacted]

Description: **This agreement will expire on 5/8/2021.**

Prior to the expiry date, click the link above to see the details and to create an amendment (to extend the agreement), if appropriate. Please update the Smart Form to include any important details about the requested amendment (new end date, additional data users, etc.).

If terms of the agreement indicated additional requirements at closure (such as destruction of data with a certificate, or results sharing), please visit the appropriate site for suggested next steps.

Added dbGaP Expiration Reminder notification

When an Agreement with the National Institute of Health (NIH) - dbGaP as the contracting party nears expiration, the expiration reminder notice will provide instructions that are specific to renewals of agreements with that organization.

Notification of Expiration Reminder

To: [Redacted]

Description: **This agreement will expire on 5/7/2021.**

This agreement is with dbGaP. Agreements for dbGaP are managed in the dbGaP system and renewals/closeouts cannot be processed until 30 days prior to expiration. Please submit requests for renewal or closeout **directly in the dbGaP system** when available. Once you have submitted the request, please either submit an amendment in Agreements (for renewals) OR email your ORA/OSP/SPA representative (for closeouts) in order for your request to be reviewed and approved.

If terms of the agreement indicated additional requirements at closure (such as destruction of data with a certificate, or results sharing), please visit the appropriate site for suggested next steps.

Other

Added DUA Term “Archival Copy Authorized”

The “Archival Copy Authorized” option has been added to the list of Highlighted Terms for selection on the Track Agreement Elements and Activate activities.

Fixed bug where amendment approval added multiple copies of agreement to main submission

A bug that caused multiple copies of the final agreement to be copied from an approved amendment to the main submission has been fixed.

Data Safety Enhancements

What has changed...	What it means...	How it looks (as applicable)...						
SmartForm								
Updated Other Data Storage Location prompt on Data Information slide-in	The prompt was updated to capture whether data will be stored and accessed outside of Harvard.	<p>Other locations: <i>List all the additional places where data will be collected, stored, or analyzed, including tools and locations. Indicate whether data will be stored and accessed outside of Harvard.</i></p> <div data-bbox="1339 516 1934 711" style="border: 1px solid #ccc; height: 120px;"></div>						
Updated Additional Information prompt on Data Information slide-in	The prompt was updated to capture information about the source country of the data or other regulatory considerations, to provide insight into whether GDPR or other requirements apply.	<p>13. Provide other relevant information about the data (including source country or regulatory considerations, as applicable):</p> <div data-bbox="1367 792 1892 971" style="border: 1px solid #ccc; height: 110px;"></div>						
Principal Investigator field now searchable by e-mail address	Searching by e-mail provides additional assurance that the right person is listed on the study team. This change will help ensure that the correct PI has access to the submission and receives system notifications and that training records are updated properly.	<p>Select Person</p> <p>Filter by <input type="text" value="Email Address"/> <input type="text" value="john_harvard@harvard.edu"/> <input type="button" value="Go"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/></p> <div data-bbox="1339 1092 1934 1190" style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">1-1 of 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">First Name</th> <th style="text-align: left;">Last Name</th> <th style="text-align: left;">Email Address</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> John</td> <td>Harvard</td> <td>john_harvard@harvard.edu</td> </tr> </tbody> </table> <p style="text-align: right;">1-1 of 1</p> </div> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	First Name	Last Name	Email Address	<input type="radio"/> John	Harvard	john_harvard@harvard.edu
First Name	Last Name	Email Address						
<input type="radio"/> John	Harvard	john_harvard@harvard.edu						
Removed Is additional training required? question from the Study Team Members page	The reviewer is in a better position to assess whether additional training is appropriate than the study team. As such, the question has been removed from the SmartForm.							
Workspaces								

Added separate display of inactive users only

The Project Contacts tab now displays a list of inactive study team members. This can indicate to a reviewer that inactive team members may need to be removed from the study.

This section is only visible to reviewers.

Team Member Information

Filter by Harvard-FName Clear + Add Filter X Clear All

Harvard-FName	Harvard-LName	External-FName	External-LName	External-Affiliation	email	Roles on Study	Training Name	Completed
John	Harvard						CITI Information Security	10/13/2020
Gillian	Anderson					Can access data		
Bruce	Lee				bruce_lee@harvard.edu	Can access data		

The following individuals are currently inactive:

Harvard-FName	Harvard-LName	email	Roles on Study
Gillian	Anderson		Can access data
Bruce	Lee	bruce_lee@harvard.edu	Can access data

Notifications

Added a notification to Data Safety resource/storage location contacts at the point of submission

This new notice alerts resource contacts earlier in the review process that a study has listed their resource to facilitate provisioning conversations before the study has been approved.

A Data Safety record has been submitted for review that lists the following data storage locations and resources:

Data Name	Set DSL	Storage Locations	Other Storage Locations
Data Set 1	3	FASRC Secure Environment (consultation required)_3	

You are receiving this notice because you are a contact on one of the listed resources.

Please click the above link to access the submission for more information and contact the study team with any questions.

Updated notification to Data Safety resource/storage location contacts upon approval

Additional information about the data sets has been added to this notification, as well as information about IRB and Agreements submissions linked to the study via Manage Related Projects. The subject of this notice has been modified to differentiate from the notice to resource contacts upon submission.

The above Safety record has listed a tool for which you are responsible as a data storage location. Please click the above link to access the submission for more information.

Data Sets:

Data Set ID	Data Set Name	Set DSL	Data Contract?	File Size	Storage Locations	Other Storage Locations
		3	yes		FAS Research Computing (previously Odyssey)_3	
		3	yes		FAS Research Computing (previously Odyssey)_3	
		3	yes		FAS Research Computing (previously Odyssey)_3	
		3	yes		FAS Research Computing (previously Odyssey)_3	

Related Projects:

ID	Name

Updated Clarifications Requested notification

The reviewer's note to the study team is now included in the body of the Clarifications Requested notice.

A link to the Study Submission Guide and instructions for responding to requests for clarification have been added to this notification.

The subject has been updated to indicate that action is required from the study team.

ACTION REQUIRED - Notification of Clarifications Requested

To:

Link:

PI:

The reviewer has requested the following clarifications on your Data Safety submission:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

To respond to this request:

1. Click the link above to access your study workspace.
2. Click "Edit Protocol" or "Edit Amendment" and make the requested changes in the SmartForm.
3. When you have addressed all clarification requests, save and exit the SmartForm to return to the Workspace.
4. Click "Submit Response" to send the revised submission back to the reviewer.

For detailed instructions, see the Safety Submission Guide: Responding to a Request for Clarifications.

Updated Reminder of Clarifications Requested notification

A link to the Study Submission Guide and instructions for finding and responding to requests for clarification have been added to this notification.

The subject has been updated to indicate that action is required from the study team.

ACTION REQUIRED - Reminder of Clarifications Requested

To: [Redacted]
Link: [Redacted]
PI: [Redacted]

This Data Safety submission has not yet been approved and is awaiting your response.

To respond to this request:

1. Click the link above to access your study workspace.
2. Review the History log to find the reviewer's most recent request for clarifications.
3. Click "Edit Protocol" or "Edit Amendment" and make the requested changes in the SmartForm.
4. When you have addressed all clarification requests, save and exit the SmartForm to return to the Workspace.
5. Click "Submit Response" to send the revised submission back to the reviewer.

For detailed instructions, see the Safety Submission Guide: [Responding to a Request for Clarifications](#).

If you do not intend to continue the Safety review process, please discard your submission.

Updated Continuing Review Deadline Approaching notification

Additional context and instructions were added to this notification to ensure the researcher understands why continuing review is being requested and how to complete their continuing review.

The subject has been updated to indicate that action is required from the study team.

ACTION REQUIRED - Notification of Approaching Deadline for Continuing Review

To: [Redacted]
Link: [Redacted]
PI: [Redacted]

The Harvard Research Data Security Policy requires that you provide an annual update for your Data Safety submission. Continuing review for this record is due prior to 7/13/2021.

To submit your continuing review:

1. Click the link above to access your study workspace.
2. Click the "Create Continuing Review" button on the left side of the Workspace.
3. Complete the continuing review SmartForm. When you are finished, click Save & Exit to navigate to the Continuing Review Workspace.
4. Click "Submit" to send your submission for review. Note that only the PI or PI Proxy can complete this step.

Please see the Safety Submission Guide for detailed instructions on [Submitting a Continuing Review](#).

If you need to make changes to your approved Safety submission, such as changes to the study team or data storage locations/resources, submit an amendment to ensure your Safety study is up-to-date. Additional instructions for submitting an amendment can be found in the Safety Submission Guide: [Submitting an Amendment to an Active Protocol](#).

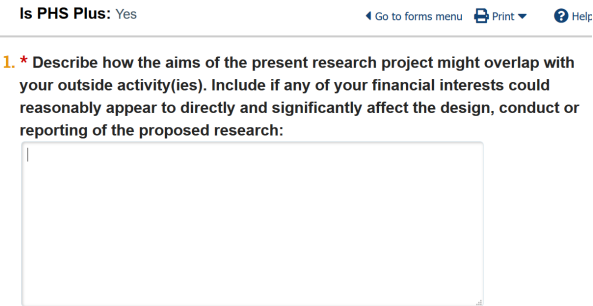
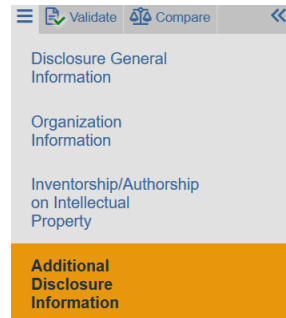
Failure to submit your continuing review will cause your study to lapse.

Reports

Updated All Submissions Report

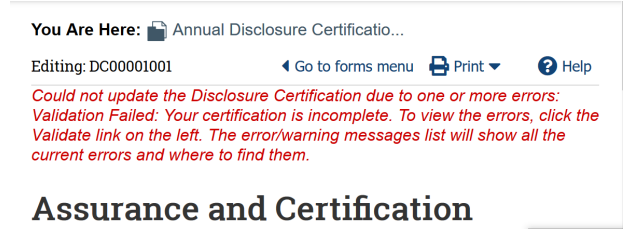
The All Submissions Report now includes three new fields: the submission date, the date the submission entered its current state, and the date the submission was last modified. The report can be sorted or filtered based on these dates.

OAIR Enhancements

What has changed...	What it means...	How it looks (as applicable)...
SmartForm		
<p>Minor clarifications to question prompts and Professional Services options</p>	<p>Minor clarifications were made to the time commitment and the product-related IRB questions on the Additional Disclosure Information page of the Disclosure SmartForm and to the question about keeping research and interests separate on the Research Initiated Certification Information page of the Certification SmartForm. The Professional Services category “Membership on a scientific advisory board” has been changed to “Membership on a scientific or other advisory board.”</p>	
<p>Professional Services category Employment separated from Research or teaching appointment</p>	<p>The Professional Services category “Employment or research or teaching appointment” has been separated into two categories: one for “Employment” and one for “Research or teaching appointment.” Any disclosers with “Employment or reasearch or teaching appointment” selected prior to the update will now have the “Research or teaching appointment” option selected.</p>	
<p>Question about research project overlap required</p>	<p>The first question on the Research Initiated Certification Information page of the Certification SmartForm about potential overlap between the research project and the discloser’s interests is now required.</p>	 <p>The screenshot shows a question titled "1. * Describe how the aims of the present research project might overlap with your outside activity(ies). Include if any of your financial interests could reasonably appear to directly and significantly affect the design, conduct or reporting of the proposed research:". Below the question is a large empty text input box. At the top right of the form, there are navigation links: "Is PHS Plus: Yes", "Go to forms menu", "Print", and "Help".</p>
<p>Changed navigation for the last page of the Disclosure form to Additional Disclosure Information</p>	<p>The navigation link for the last page of the Disclosure form was changed from “Disclosure Summary” to “Additional Disclosure Information” to better reflect the contents of the page.</p>	 <p>The screenshot shows a vertical navigation menu with the following items: "Disclosure General Information", "Organization Information", "Inventorship/Authorship on Intellectual Property", and "Additional Disclosure Information". The "Additional Disclosure Information" item is highlighted with an orange background.</p>
<p>Fixed issue with Disclosure Certification Printer Version showing some disclosures twice</p>	<p>The Disclosure Certification Printer Version displayed some disclosures twice in the disclosure summary section when the certification was in a completed state. Now each disclosure will display only once.</p>	

Added Project ID to Disclosure Certification Printer Version In the Research Project information section on the Disclosure Certification Printer Version, the project Segment ID has been replaced with the Project ID.

Clarified error message on the last page of the Certification form The error message that discloser would see when attempting to submit their Certification from the last page of the SmartForm did not provide clear instructions on how to find and correct errors. The error message now provides instructions on using the form validation option to find errors.



Activities

Submit Clarifications available to COI Administrators COI Administrators/Reviewers now have permission to complete the Submit Clarifications actions on the discloser’s behalf.

Workspaces

Added Link for GMAS Project to Certification Workspace A link to the associated project in GMAS displays on the Summary tab for a Research-Initiated Certification. This link provides quick access to more detailed information about the relevant sponsored project.



Disclosure Admin Info tab hidden when Certification is under management plan A Certification in the “Under Management/Mitigation Plan” will no longer display the Disclosure Admin Info tab on the Workspace. Disclosure information may have changed since the certification review was complete, so displaying the current disclosure information for a Certification that has already been reviewed was misleading.

Clarified the contents of the Research Projects tab on the Certification Workspace The Research Projects tab on the Certification Workspace now indicates that it only displays projects awarded after January 15, 2021.

Clarified instructions to discloser when Certification is in Draft The instructions on the Summary tab of the Certification workspace for Certifications in Draft referenced the Edit Disclosures button in the Next Steps section. Because the Next Steps section header was removed, the reference to the section has been removed from the instructions.

For COI Administrators at HMS, added a section for disclosures that require additional review For COI Administrators at HMS only, a section that shows disclosures with specific types of interests/activities that require additional review at HMS displays on the Private Review Information tab.

Legacy certification information displays on Person Workspace Properties tab if certifications are not visible The legacy certifications for disclosers in fCOI and HMS OAR who were not active at the University when OAIR launched will not display to COI Administrators. Now a message will display if such a user has legacy certifications directing the COI Administrator to the OAIR Help Desk for more information.

Notifications

Clarified Research Project Update Reminder	To clarify the sponsored project proposal disclosure requirements, the Research Project Update Reminder now specifies that the discloser receiving the reminder has disclosed within the last 12 months and does not need to take action unless they have updates to make.	<p style="text-align: right;">Update Reminder</p> <p>Project: [REDACTED]</p> <p>Title: [REDACTED]</p> <p>In order to participate as an investigator in the above-referenced research project, you are required to have an up-to-date outside professional activities and financial interest report.</p> <p>You have submitted a report within the past 12 months. To view the current activities and interests you have on file, log into oir.harvard.edu, navigate to the OAIR tab, and on the OAIR tab, click on the My Disclosures tab.</p> <ul style="list-style-type: none">- If you do not have any changes to report, you do not need to take action.- If you do have new interests or activities to report since you last disclosed, log into oir.harvard.edu and complete an update. <p>Please reference Guidance for completing the Outside Activity and Interest Report certification form for information about completing an update and how to navigate the system.</p>
Added Reviewer Assigned notification	When a reviewer/office contact is assigned to a Certification, via the Assign Reviewer activity, a notification is set to the selected reviewer.	<p>To: [REDACTED]</p> <p>Link: Annual Disclosure Certification for [REDACTED]</p> <p>A certification had been assigned to you for review. Please click on the link above to review the submission.</p>
Added spacing to improve formatting of Clarifications Requested notification	A space was added between the template text and the reviewer notes added during the request for clarifications to make it easier to read the reviewer notes.	
Updated Clarifications Requested Reminder	When disclosers received a reminder that they had not responded to clarifications, they did not know where to find information about what clarifications were requested. The email now includes instructions on accessing reviewer notes on the History tab of the Certification workspace.	
Management Plan Required notification clarified	The Management Plan Required notification now includes the specific steps the discloser needs to take to accept the management plan.	

Reports

Filtered out inactive users from various reports	Inactive users are now not included in Harvard Report: School Affiliates and Harvard Report: University Affiliates. In addition, disclosures for inactive users are no longer included in any of the Disclosure Reports.
Added information about users' active/inactive status to various reports	Added a column indicating whether the person is still active at the University to several reports to allow COI Administrators to better manage discloser population and certifications for inactive users.
Minor report updates	Segment Status has been added to Harvard Report: Research Certifications; Department and Email have been added to Harvard Report: Annual Certifications Not Submitted; Updated filter criteria to be more accurate for Harvard Report: Submitted Certifications with Incomplete Disclosures.