How to submit a Plan Monitor Report

1. Complete the Plan Monitor Report Template according to the instructions on the document. You will need to work with the PI and possibly Unit staff to obtain information needed to complete Plan Monitor activities. Email **COI@asu.edu** if you have any questions about how to complete the template.

2. Log into MyDisclosures: https://era7.oked.asu.edu/MyDisclosures

3. Plans for which you are Plan Monitor will be listed in "My Inbox"
   NOTE: *Plans for which you are the Plan Monitor will remain in My Inbox; new action Items will be in both My Inbox and My Reviews until the action item is completed.*

4. Click on the Name of the Plan (which is a link), usually starting with the last name of the PI you are monitoring; this opens the task.

5. On the left-hand side, click on "Update Conflicts."
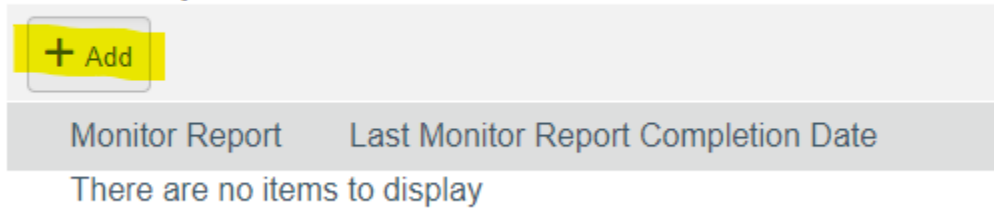

5. This will open the **Update Conflicts** window. In this window, click on **Update**

6. This opens the **Edit Conflict** window. At Number **6. Monitor reports**, click on **+Add**

6. Monitor reports:

+ Add

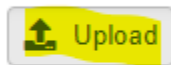| Monitor Report	Last Monitor Report Completion Date
There are no items to display	

7. In this **Add Monitor Report** Window, upload the completed Monitor report
and add the date in the area of "Last monitor report completion date" then click OK.

Add Monitor Report

1. * Monitor report:

[None] ↑ Upload

2. * Last monitor report completion date:

[   ] 📅

8. This returns you to the **Edit Conflict** window.

9. At Number **7. "Has the conflict been satisfied?"** Select **No** if the project is continuing.
IMPORTANT NOTE: *Selecting Yes will close out the Management Plan, so only do this if the Project is over, or the conflict no longer exists.*

10. Click OK

11. Verify in the **Update Conflicts** window that the **Last Monitor Report Completed Date** is the current Date (or date the Monitor report was completed).

12. Click OK

13. The History tab will note "Conflicts updated."
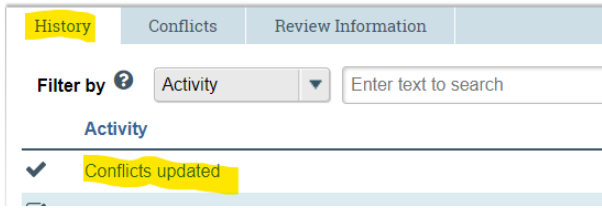
You are finished!

Please contact COI@asu.edu with any questions.