Review a Submission – College Dean/Department Chair

4/23/2015
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1. **Navigate to the Disclosure Workspace**

From the COI Site Section, locate the submission by searching or sorting the appropriate tab. Then, click the blue link to be taken to the Disclosure Workspace.

The summary section of the Disclosure Workspace will detail the basic information of the submission such as the discloser name, submission date, type of review, and last training date.
2. **Open the Disclosure Certification SmartForm**

The Disclosure Certification form is the electronic submission populated by the discloser. On the left hand side of the workspace, there is a button labeled “View Disclosures.” Click this button to open the submission.

The Continue and Back buttons at the top and bottom of each page will allow you to move forward or backwards to the next page.
The “jump to” menu at the top of each page will allow you to jump to specific sections of the application.

On the Disclosure Details page, click the “View” button to view the disclosure details for each outside organization.
To exit the form, click the Exit button at the top of the page.
3. **Review Disclosure Workspace Tabs**

The tabs in the workspace summarize all information pertaining to the Disclosure Certification. The information found in these tabs is pulled from the SmartForm and completed activities.

The Disclosure Workspace contains the following tabs:

- Summary tab
- History tab
- Disclosures tab
- Private Review Information tab
3.1. Summary tab
The Summary tab displays basic summary information related to the discloser’s Significant Interests and review details.

3.2. History tab
The History tab displays the history of all activities that have been executed on the submission.
3.3. Disclosures tab
The Disclosures tab displays the disclosures (Significant Interests) submitted by the discloser.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Compensation Type</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Academy</td>
<td>Stock Equity</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>Options Equity</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>Consulting, Advising, and Speaking</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>Editorial</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>License and Royalty</td>
<td>$105.00</td>
</tr>
<tr>
<td></td>
<td>Reimbursements</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>Sponsored Travel</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Board of Directors</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>Total Value</td>
<td><strong>$13,100.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
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</thead>
<tbody>
<tr>
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<tr>
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<td>Sponsored Travel</td>
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<tr>
<td></td>
<td>Total Value</td>
<td><strong>$4,500.00</strong></td>
</tr>
</tbody>
</table>

3.4. Private Review Information tab
The Private Review Information tab displays the administrative notes logged by the COIA Administrator.

- **Administrative Review Information**
  - 1. Do the outside interests and activities fall within Institutional Policy?
    - Yes  [ ]  No  [x]
  - 2. Is there a possible bias or correlation between outside interests and/or financial disclosures and institutional responsibilities?
    - Yes  [ ]  No  [ ]
  - 3. Administrative Determination:
    - [ ] No Issues Found
    - [ ] Management Plan Required
    - [ ] Mitigation Plan Required
    - [ ] Changes/Information Required
  - 4. Recommended Management Plan Topics:
    - Public disclosure of financial conflicts of interest (e.g., other presenting or publishing the research; to staff members working on the project; to institution’s IRD)
    - Appointment of an independent monitor capable of taking measures to protect the design, conduct, and reporting of the research against bias resulting from the Financial Conflict of Interest
    - Modification of research plan
    - Change of personnel or personnel responsibilities, or disqualification of personnel from participation in all or portion of the research
    - Mitigation or elimination of the financial interest, e.g., sale of an equity interest, or placed in blind trust
    - Severance of relationship that create financial conflicts
    - Restraint or prohibit any participation in any financial action related to Financial Conflict of Interest
    - Place copies of research data with neutral third-party
    - Other
  - 5. Plan Monitor:
  - 6. Review Frequency:
  - 7. Management / Mitigation Plan Notes:
    - Here are the notes
  - 8. Related Attachments:
    - TrainingGuides.docx
4. **Dean or Department Chair Comment**

After reviewing the submission, execute the Dean or Department Chair Comment activity in the Disclosure Workspace. If you require a response from the discloser, check Yes to question 2 of the activity.
5. Log Comment

If you would like to log additional comments in the history of the submission, there are two options available:

5.1. Log Comment

The Log Comment activity logs your notes in the history of the submission. These notes are available to everyone.

5.2. Log Private Comment

The Log Private Comment activity also logs your notes in the history of the submission. These notes are only viewable to back office viewers (COI Members and COI Administrators).
6. Send Email

The Send Email activity allows you to send an email message and attachments to the discloser, COI Administrators, COI Committee members, Department Chairs, or College Deans.