

JOB AID

Reviewing a Conflict of Interest Disclosure

This job aid covers the review process for routed Conflict of Interest (COI) disclosures in the KC system.

WHO:

- COI Administrators

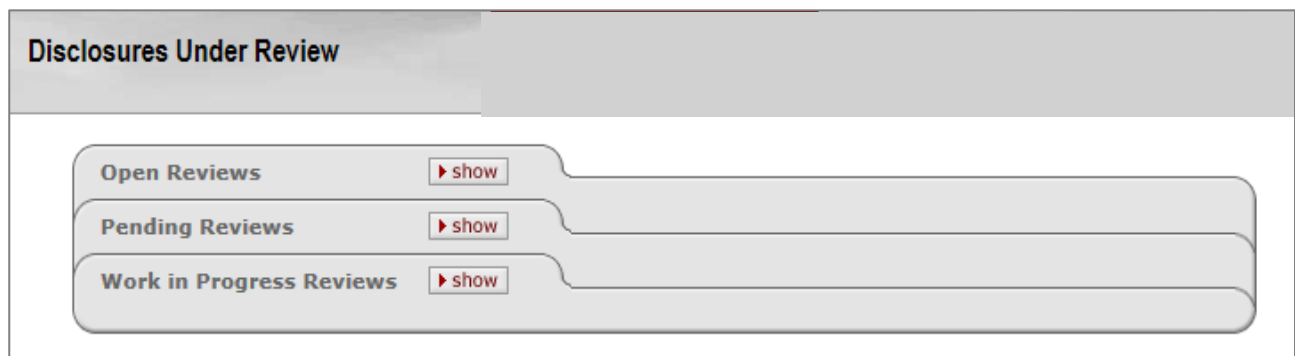
WHEN:

- The Reporter has completed their COI disclosure and submitted it for institutional review

HOW:

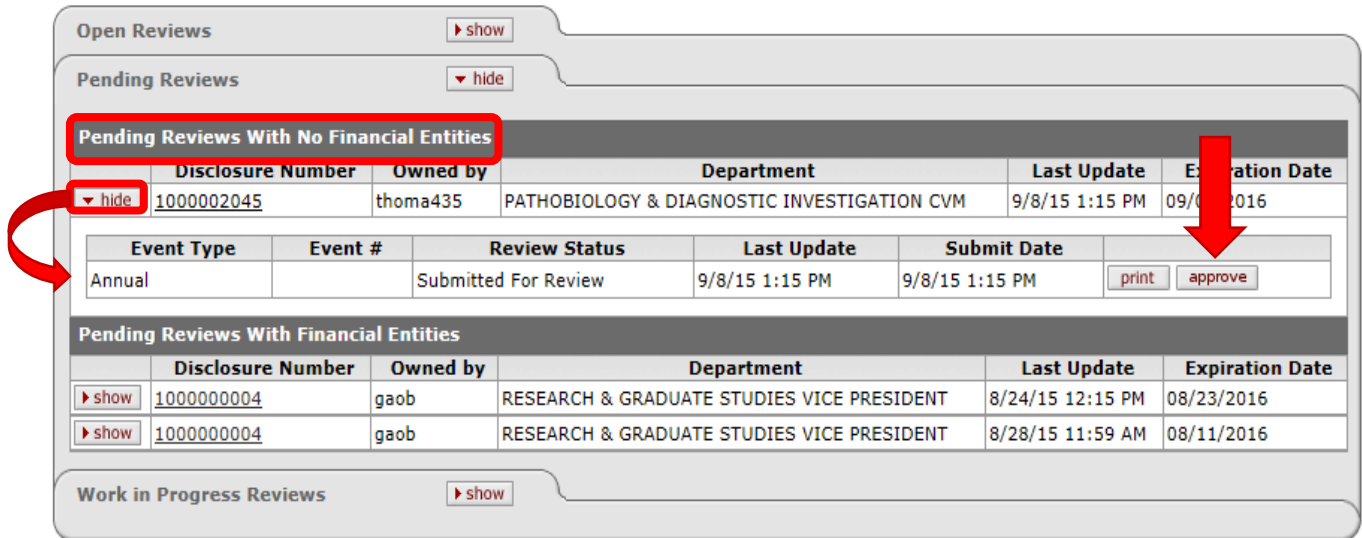
NOTE: All disclosures work the same in the system and are processed in a like manner

1. Click on the **Disclosures Under Review** link in the Pre-Submission Compliance channel of the Central Admin tab
 - **Open Reviews** – contains submitted disclosures that have been **Assigned To Reviewer**
 - **Pending Reviews** – contains submitted disclosures waiting for initial review
 - **Work in Progress Reviews** – contains disclosures that have Review Status of **“Received in COI Office”, “Under Review by COI Reviewer”** or **“Awaiting Additional Information”**

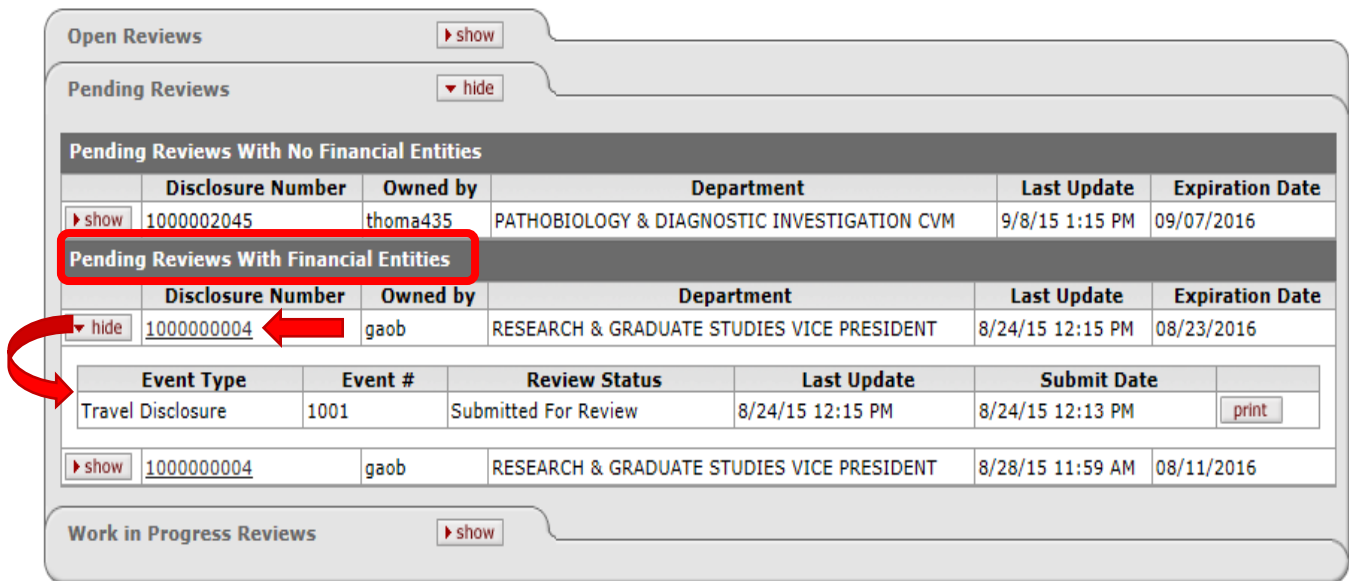


2. Click the **show** button to open the **Pending Reviews** panel
3. There will be 2 subpanels; 1) **Pending Reviews With No Financial Entities** and 2) **Pending Reviews With Financial Entities**
4. Click the **show** button to view summary details of a Disclosure in the **Pending Reviews With No Financial Entities** subpanel

5. Click the **approve** button to finalize the review process
 - If Disclosure needs to be reviewed further, follow the steps under the **Pending Reviews With Financial Entities** subpanel



6. Click the **show** button to view basic summary information of the Disclosure



7. Click the **Disclosure Number** to review the full profile of the desired record under the **Pending Reviews With Financial Entities** subpanel
 - A series of panels and subpanels, completed by the reporter, will display with details of the disclosure
 - The only exception is the Notes and Attachments panel, which allows the reviewer to add additional information regarding this disclosure

Reporter hide

| Contact Information ? | | | |
|------------------------------------|-----------------------|-----------------------------------|--------------------------|
| Full Name: | Kim Dyer | User Name: | dyer |
| Email Address: | kfstester@ais.msu.edu | Office Phone: | +15174325379 |
| Primary Title: | | Directory Title: | |
| Home Unit: | 40000422 | School: | |
| eRA Commons User Name: | | Fax: | |
| Pager: | | Mobile: | |
| Office Location: | | Secondary Office Location: | |
| Address Line 1: | COMPUTER CTR | Address Line 2: | 450 AUDITORIUM RD RM 114 |
| Address Line 3: | | City: | EAST LANSING |
| County: | | State: | MICHIGAN |
| Postal Code: | 48824 | Country: | United States |

show Unit Details

show COI Training Information

Screening Questionnaire show

Questionnaire show

Manual Event and Financial Entities show

Notifications show

Notes & Attachments show ←

Certification show

Data Validation show

save reload close

8. View the **Contact Information** for the Reporter on the **Reporter** panel
9. Click **show** button and review the information on **Unit Details** subpanel
10. Review the date and type of **COI Training Information** for compliance
11. Review the answers provided on the **Screening Questionnaire** panel, as needed
12. Review the information regarding the Financial Entities listed on the **Manual Event and Financial Entities** panel

NOTE: The name for this panel may vary depending on the type of disclosure under review

- The **View** button in the Review column provides a pop-up screen with information about the Entity
- The **History** button in the Review column provides a pop-up screen with a record of any changes of information for this Entity

- The **Arrow** in the **Comments** column at the end of each Entity line allows for review of additional information provided by the reporter (Note: some text will appear to the right of the arrow in the **Comments** field if comments have been entered)

13. Click **show** button to view notification information for this disclosure
14. Click **show** button and view any comments or documents included in the **Notes & Attachments** panel
15. View the **Certification** panel to verify acknowledgement by the reporter and the recorded date

NOTE: The Data Validation tab is not used for this application

16. Click on the **Disclosure Actions** tab at the top of the page


| | | | | |
|---------------------|---------------|-------------------------|---------------------------|--|
| KC COI Disclosure ? | Document Id: | 19283 | Disclosure:Review Status: | Routed for Review : Submitted For Review |
| | Status: | Under COI Office Review | Reporter:Created: | chitra07:10/28/2015 |
| | Last Updated: | 09:08 AM 10/28/2015 | Disclosure Number: | 1000000001 |
| Disclosure | | Disclosure Actions | | |


17. Select the **show** button on the **Reviewer Actions** panel


| Reviewer Actions | | | | | | | | hide | ? |
|------------------|------------|------------|--------------|-------------|---------------|---------|------------------|--------------------------|---------|
| Notes (0) | | | | | | | | ? | |
| | Created By | Updated By | * Note Topic | * Note Text | Note Type | Project | Financial Entity | Restricted? | Actions |
| Add: | | | | | KCTST19-Title | | select | <input type="checkbox"/> | add |


18. Document any notes or comments in the **Notes** subpanel, click **add** in the Actions column to complete the process
 - Repeat this step as necessary to add additional notes or comments
 - Reminder – all fields with an asterisk * must be completed
19. Provide any additional attachments regarding this disclosure in the **New Attachment** subpanel
 - Complete the various fields, those with the asterisk * are required fields and must be completed
 - Click **Browse** to search your computer (or any connected storage device) for the document you wish to upload
 - Select **add** to complete the process
 - Repeat as necessary to add additional attachments


20. Click the **show** button to open the **Administrator Actions** panel


Administrator Actions 

Add Reviewers Action 


| * User Name | Full Name | Reviewer Type | Lead Unit | Date Assigned | Actions |
|---------------------------|-----------|--|-----------|---------------|---|
| Add: <input type="text"/> | | Assigned Reviewer <input type="text"/> | | |  <input type="button" value="add"/> <input type="button" value="reset"/> |

Financial Entity Status Review (Grouped by Projects) 

| | Event | Project Id | Project Title | Disposition Status | Disclosure Status |
|---|--|------------|---------------|--------------------|-------------------|
| 1 |  Proposal | 1172 | KCDEV-235 | No Conflict Exists | |

Review Status 

Review Status:


Approval Action 


Disclosure Status is set to 'No Conflict Exists' based on the Project-Financial Entity conflict status.


21. Complete the **Add Reviewers Action** subpanel to assign Reviewers

- Search for the reviewer using the **User Name** lookup menu
- Select their **Reviewer Type** role from the drop down menu
- Click **add** in the Actions column

22. Click the **show** button to open the financial entity details under *the* **Financial Entity Status Review** subpanel


Financial Entity Status Review (Grouped by Projects) 

| | Event | Project Id | Project Title | Disposition Status | Disclosure Status |
|---|--|------------|---------------|--------------------|-------------------|
| 1 |  Proposal | 1172 | KCDEV-235 | No Conflict Exists | |

Proposal Number: 1172 **Disposition: No Conflict Exists** 

Proposal Title: KCDEV-235 **Sponsor:** NIH

start Date: 2015-11-16 **PI Name:** Casim Abbas

Financial Entities 

| | Active Entities | Comments | Last Updated | Updated By | Recommended Status |
|---|-----------------|----------|----------------------------|------------|---|
| 1 | ABBA indtries | | 2015-10-29 13:42:46.567 | chitten8 | No Conflict Exists <input type="text"/> |
| 2 | ABC Trucking | | 2015-10-29 13:42:46.567 | chitten8 | No Conflict Exists <input type="text"/> |
| 3 | XYZ Industries | | 2015-10-29 13:42:46.568 | chitten8 | No Conflict Exists <input type="text"/> |

23. Select the appropriate option from the **Recommended Status** drop down menu for each financial entity

- Click the **save** button at the bottom of the page
- The **Approval Action** subpanel will change depending on Recommended Review Status chosen:
 - i. In progress: the **approve** button is not available
 - ii. Disclosed Interests Unmanageable: **disapprove** button is available
 - iii. All other Recommended Statuses: **approve** button is available

NOTE: Once an action is taken, the disclosure will appear in the appropriate section of **Disclosures Under Review** section. If approved, the disclosure will no longer appear in the **Disclosures Under Review** section.

24. Select the appropriate option from the **Review Status** subpanel drop down menu and click the **submit** button
 - This status will appear in the *Document Header*, found at the top right of the KC document
25. Click on the **approve** button in the **Approval Action** panel if it is determined that the disclosure may be approved