1. Login to eDisclosure with your Northwestern NetID and Password

Click on ‘COI Approver’ page link, and then refer to disclosures pending your review.

Disclosures pending your review will appear here in a list. In this case, Susan’s disclosure is the only one pending your review.

2. Information for the staff disclosure pending your review will appear

You can click on ‘Quick Review’ to take various actions from this page. Click on the disclosure to review it.

3. Review the disclosure summary information in the table; click ‘View’ to view additional disclosure details. Then, click ‘Record School Review’.

Key information disclosed by the Faculty member will appear in this table. In this example, the Faculty member disclosed the relationship types ‘Ownership or Equity Interests’ and ‘Fiduciary Role’ ($0) with an Entity named ‘Mathematical Staircase, Inc.’ She also disclosed involvement of students, postdocs, or staff in her external activities. Click ‘View’ button under ‘Actions’ to view disclosure details.

Questions? Contact NUCCI at nucoi@northwestern.edu or 847.467.4515
4. Record your review and then click ‘OK’. You’re done!

Select a COI determination based on your review of the Faculty member’s disclosed interests with respect to their Northwestern responsibilities.

Please note that ‘Potential Conflict’ will escalate review to next ‘level’ reviewer in your School. ‘Conflict Identified; Create or Apply Management Plan’ will trigger the creation or application of a management plan.

Document the rationale for your determination, either selecting one or more of the rationale boxes, and/or providing your own comments in the box.

*For specific guidance in management plan development and monitoring, referring items to committee, and other functionality in the system not specified here, please contact NUOI:

nucoi@northwestern.edu or 847.467.4515