School Review of Annual Disclosures from Faculty

Accessing the disclosures that requires review:

- Log in to https://coi.northwestern.edu with your NetID and password to see all disclosures in your queue for review
  - Once you log in, click on “COI Approver Page” in the grey box on the left. This will bring you to your list of disclosures and research projects that are in your queue for review.
  - There will be several tabs on this page depending on your role:
    - **Faculty Annual Disclosures: Need Review**
      - These are all of the annual disclosures that are in your queue for review.
    - **Research: Need Review; Research: In Progress**
      - If you also review research projects for your school, the research reviews needing review are in these tabs.
    - **All Disclosures**
      - This tab contains all disclosures, regardless of where it is in the review process. Once the review of a disclosure is complete, it will move here.
  - Click on any of the disclosures in the **Faculty Annual Disclosures: Need Review** tab to open the disclosure and perform your review

On the COI Approver Page, you have an “inbox” that sorts disclosures that need to be reviewed and disclosures where the review is complete.

Each disclosure that needs to be reviewed is here.
Initiating your review: Viewing the disclosure

Review the information on this page, then click “Record School Review” to view and record your review.

This is basic information about who you are reviewing.

Note: Disclosures in eDisclosure are “living” documents and may be updated through the year, especially for those engaged in research.

- If you are only interested in reviewing the disclosure as submitted during the annual process, use “Snapshot: View”.
- If you are interested in the most up-to-date version of a person’s disclosure, click, “View/Print”.

This is a summary of the person’s disclosure – the companies, and any other “yes” responses.

Note: If there is a “Yes” under an “Other Activities” question, view the disclosure to see the details using either “View/Print” or the “Snapshot: View.”
Having reviewed the disclosure, you can make your determination and provide a rationale:

**School Determination – what happens next:**

<table>
<thead>
<tr>
<th>Determination</th>
<th>What happens next</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Conflict</td>
<td>Done! Review is complete.</td>
</tr>
<tr>
<td>Conflict Resolved</td>
<td>Goes to: <strong>Preparing Correspondence</strong></td>
</tr>
<tr>
<td></td>
<td>Will ask that you upload an email or enter a comment indicating this was resolved.</td>
</tr>
<tr>
<td>Conflict Identified; Create/Apply CMP</td>
<td>Goes to: <strong>Preparing Correspondence</strong></td>
</tr>
<tr>
<td></td>
<td>Will ask you to either create / upload a new CMP or apply an existing one to this project</td>
</tr>
<tr>
<td>Conflict Identified; Management Sufficient</td>
<td>Done! Same interests as last year and person is already under management; nothing further is needed.</td>
</tr>
<tr>
<td>Potential Conflict: Escalate Review</td>
<td>If you are a “Level 1” reviewer, this will allow you to escalate review to the “Level 2” reviewer.</td>
</tr>
<tr>
<td>Refer to Committee</td>
<td>Allows you to select a committee – either your school’s committee, or the COIOC</td>
</tr>
</tbody>
</table>

**Rationales:**

- A list of rationales is provided.
- If none of those “fit” this situation, or you have additional comments, you can select “Other” and/or leave additional comments.

**Related Attachments:**

- If you have any documentation / communication that would be useful to include (e.g., email exchanges), they can be attached to the review form.
Determination - Conflict Identified; Create or Apply Management Plan

If a new conflict is identified and a management plan needs to be created, the system will provide recommended topics that serve as “building blocks” for the management plan.

**Conflict Identified; Create or Apply Management Plan**
- If a **new project or interest** requires management, select this Determination, which will lead you into the Management Plan workflow.

**Recommended Management Plan Topics:**
*These are your Management Plan Template building blocks.* Select as many topics as applicable. The selections made here will prepopulate text in the management plan itself.

- Disclose interests to research team and collaborators
- Disclose interests in publications and presentations
- Disclose interests to IRB and in informed consent document
- Change administrative reporting structure
- No role in consent of human research participants
- Independent data collection
- Independent statistical analysis
- Use of DSMB
- Use of external IRB
- Cannot Serve as PI
- No role in enrollment or consent of human research participants
- No role in data collection or analysis
- Reduction of compensation from entity to less than $25,000 in any 12-month period while involved in related research

**Plan Monitor & Follow-up by Date:**
- Assign Kate Booth to be the Plan Monitor – this will allow NUCCI to monitor the Investigator’s acceptance of, and compliance with, their plan.
- The Follow-Up By: will depend on whether any action is needed
- This includes making sure that any sponsor reporting occurs.