

1. You will receive an email notification each time a staff member for which you are the designated COI reviewer submits their disclosure.

- a. **No Positive Responses:** If a disclosure includes no positive responses (i.e. has a “no” response to each question), the email subject line and content will note this and instruct that no action is required (unless you feel the disclosure is incomplete or inaccurate, in which case you should follow instructions in email to “request changes” of the discloser)
- b. **Action Needed: Review Staff Annual Disclosure:** If a disclosure includes any positive responses, the email subject line and content will note that your review is required: click on the link in the email to complete your review of the specific disclosure

Dear COI Approver,

An annual disclosure for Jack Green has been submitted in eDisclosure. As their designated "COI Approver", you are now required to review and approve the disclosure.

Please click the link below to review the disclosure and perform your review.

[Annual Disclosure for Paula Foster 2017](#)

2. If action is needed, login with your Northwestern NetID and Password

If you don't click directly from the notification email, you can also access [eDisclosure](#), click on 'COI Reviewer Page' link

Go to:

- Discloser Page
- COI Reviewer Page**

Staff Annual Disclosures: Need Review | All Disclosures | Reports

3. Each disclosure requiring review will appear in the “Staff Annual Disclosures: Need Review” tab. Click on the link to perform a review.

Staff Annual Disclosures: Need Review | All Disclosures | Reports

If there is a “Yes” in the far right column titled “Has “YES” Response?”, that means the person had at least one positive response to the disclosure questions. Please click on the individual's annual disclosure link to access additional information with regard to the disclosure; on a subsequent page, you will be able to review the disclosed information and “Record Staff Review”.

ID	Name	Discloser's First Name	Discloser's Last Name	Date Submitted	Has "YES" Response?
DC00036043	Annual Disclosure for Paula Foster 2017	Paula	Foster	1/30/2017	yes

Disclosures pending your review will appear in this list, meaning at least one “yes” response

4. Upon clicking the staff member’s disclosure link, you will be taken to the review workspace; review information in “Disclosure Information” tab and then click “Record Staff Review”

Disclosure Status

Staff Review

- View Disclosure
- Send to NUCCI
- Record Staff Review**
- Request Changes
- Provide System Feedback
- Log Comment
- Log Private Comment

Summary

Discloser: Paula Foster
 Person Type: Staff
 School: Business & Finance
 Department: Office of Human Resources
 Snapshot: View

Completing your Review:

- Please refer to the “Disclosure Information” tab below, which displays a summary of the annual disclosure responses, or click “Snapshot: View” to view the entire detailed disclosure form.
- To complete your review, click “Record Staff Review” in the left-hand navigation menu.

Description of tabs below:

- The “Disclosure Information” tab displays the summary information of this disclosure *as it was submitted*.
- The “Activity History” tab displays all “Payment for Services” and/or “Sponsored/Reimbursed Travel” activities related to this discloser.
- The “Active Relationships” tab shows the *current* state of the totality of a this discloser’s disclosed interests/relationships (whether disclosed during the annual process or disclosed in updates made throughout the year; it does not display interests/relationships that have been removed by the discloser).
- The “Previous Relationships” tab shows interests/relationships that have been *removed* by this discloser (whether removed during the annual process, or in a subsequent update made throughout the year).
- The “Review History” tab displays the chronological history of this disclosure and its review by you or others (if any), including any comments. Note: “Log Comment” leaves a public comment that the discloser can see, whereas “Log Private Comment” allows reviewers to communicate privately, without the discloser seeing it.
- The “All Related Disclosures” tab includes any annual disclosures on file for this discloser (including previous annual disclosures, previous determinations made relative to previous annual disclosures, and management plans associated with previous annual disclosure reviews (if applicable)).

Disclosure Information | Activity History | Active Relationships | Previous Relationships | Review History | All Related Disclosures

Discloser Name: Paula Foster

Have financial interests? **Yes**

Number of entities: 2

1) Pacific Health Research Institute (Total for Entity: \$0.00)

Relationships/Interests: Ownership or Equity Interest(s)

Ownership/Equity - Stock purchased on open market: \$0.00

Key instructions to complete review

Additional Information

Information from disclosure summarized here

5. Upon clicking “Record Staff Review”, perform your review, selecting a determination and rationale for your determination. Then click ‘OK’. You’re done!

* Determination:

- No Conflict
 - Conflict of Interest; Sufficient Management Strategies in Place
 - Refer to NUCOI for Additional Review
- [Clear](#)

* Rationale:

- No Conflict: No relation to or impact on employee’s NU responsibilities
- No Conflict: Relates to an entity that does business with NU, but the entity is engaged in business outside of this employee’s department/completely outside of this employee’s area of responsibility
- No Conflict: Relates to an entity that does business with NU, but employee has no role in selection, approval, or administration of NU activities with this vendor
- No Conflict: NU resources (time, space, personnel, equipment) are not used for the outside activity disclosed
- No Conflict: Gift/hospitality within acceptable standards
- No Conflict: Professional development activity consistent with NU’s expectations for the employee and/or of benefit to NU and the employee in their role
- COI; Sufficient Management: Relates to an entity that does business with NU; however, relationship is known and employee does not participate in vendor selection, approval, or administration of NU activities with vendor
- COI; Sufficient Management: Relationship/interest is known and there are parameters established around the relationship/interest relative to this employee’s NU role (please specify in the “Additional Comments” section below)
- COI; Sufficient Management: Presents potential COI or commitment concerns, and/or is outside acceptable standards for use of NU resources, gifts, or hospitality (please specify action taken in the “Additional Comments” section below)
- Refer to NUCOI: Presents COI or conflict of commitment concerns – guidance sought on how to manage/mitigate this situation
- Other

Select a COI determination based on your review of the Staff member’s disclosed interests with respect to their Northwestern responsibilities; then, select the rationale/explanation for your determination below (or select “Other” if no category is appropriate and/or you would like to provide additional information)

Additional Comments:

OK

Cancel

6. You can return to your “home page” by clicking “My Home” in the top right-hand corner of the page; you can follow Step #s 3, 4 & 5 in this document to complete any remaining reviews in your inbox.

Julia Campbell [My Home](#)

Have questions? Need assistance?

Contact Northwestern’s Conflict of Interest Office:

nucoi@northwestern.edu

847.467.4515