 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
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

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

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
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

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