



COI Work Flow

COI STATES: NO ISSUES

The diagram below will show the state of your disclosure certification within the COI workflow, if there are no issues with the submission.



- **Draft:** During Draft, the COI Discloser will create and submit any disclosure(s) that may indicate a conflict of interest.
- **Administrative Review:** The COI Administrator completes a thorough review of the disclosure(s), and can either administratively disposition the disclosure(s) or send them for a more in-depth committee review.
- **Scheduled for Meeting:** The COI Administrator has determined that the disclosure(s) should be sent to a committee review, and adds the disclosure(s) to the agenda for a meeting.
- **Review Complete: Preparing Correspondence:** If the committee has determined that no conflict of interest issues were found, they will record the committee's decision and notify the COI Discloser of their decision.
- **Review Complete:** The committee found no issues with the disclosure(s); no further action needs to be taken.



COI STATES: MANAGEMENT OR MITIGATION PLAN REQUIRED

The diagram below will show the state of your disclosure certification within the COI workflow, if it is determined that a management or mitigation plan is required to minimize the risk of conflict of interest.

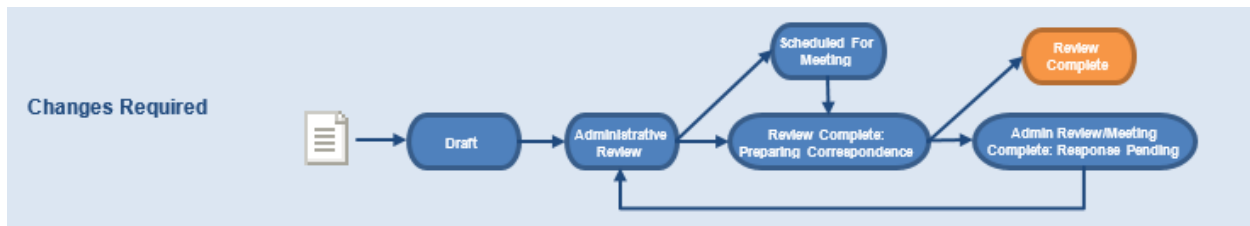


- **Draft:** During Draft, the COI Discloser will create and submit any disclosure(s) that may indicate a conflict of interest.
- **Administrative Review:** The COI Administrator completes a thorough review of the disclosure(s), and can either administratively disposition the disclosure(s) or send them for a more in-depth committee review.
- **Scheduled for Meeting:** The COI Administrator has determined that the disclosure(s) should be sent to a committee review, and adds the disclosure(s) to the agenda for a meeting.
- **Review Complete: Preparing Correspondence:** If the committee has determined that a management or mitigation plan is necessary, they will record the committee's decision and notify the COI Discloser of their decision.
- **Discloser Review of Plan:** The COI Discloser will be provided with an opportunity to review the plan and ask for additional clarification, if needed.
- **Under Management/Mitigation Plan:** A COI Monitor will complete a Monitor Report at scheduled intervals to indicate whether or not any risk of non-compliance is being managed. The COI Monitor will also notify the research sponsor of the plan.
- **Review Complete:** The COI Monitor has indicated that the research is compliant; no further action needs to be taken.



COI STATES: CHANGES REQUIRED

The diagram below will show the state of your disclosure certification within the COI workflow, if it is determined that changes to the disclosure(s) are need to secure approval.



- **Draft:** During Draft, the COI Discloser will create and submit any disclosure(s) that may indicate a conflict of interest.
- **Administrative Review:** The COI Administrator completes a thorough review of the disclosure(s), and can either administratively disposition the disclosure(s) or send them for a more in-depth committee review.
- **Scheduled for Meeting:** The COI Administrator has determined that the disclosure(s) should be sent to a committee review, and adds the disclosure(s) to the agenda for a meeting.
- **Review Complete: Preparing Correspondence:** If the committee has determined changes to the disclosure(s) are necessary, they will record the committee's decision and notify the COI Discloser of their decision.
- **Admin Review Meeting Complete: Response Pending:** The COI Discloser will submit any changes requested, and the disclosure(s) will return to the Administrative Review state. They will be added to the agenda for a committee meeting, and will undergo another review to ensure the appropriate changes have been made.
- **Review Complete:** The committee has verified that the appropriate changes were made; no further action needs to be taken.