Guide to Electronic Submission of Conflict of Interest Disclosure: eCOI
• The Wake Forest University Conflicts of Interest Policy requires annual disclosure of actual or potential conflicts of interest by Members of the WFU community.
• If not previously reported, Members must also disclose all new actual or potential conflicts of interest within 30 days of awareness.
The COI Office will send you an email containing a link that will give you access to the eCOI system.

You can access the eCOI system anywhere off campus using VPN! The web address for eCOI is https://coi.wfu.edu
Outside Interest and Outside Commitment Disclosure

To prepare for completing this form, you may want to collect the following documents:

- Any consulting agreements you have signed this year
- Your stock options agreements
- Your stock portfolio summary
- Your 1099 forms for the previous calendar year (January-December)
- W-2 forms from outside employment for the previous calendar year (January-December)

Return to this site to update your disclosure at any time. Substantial changes in outside activities must be updated on the disclosure within 30 days of occurrence. Each disclosure is date stamped and archived.

If you have questions regarding the Outside Interest disclosure process, please contact the Conflict of Interest Office at (336) 716-9300 or coi_disclosures@wakehealth.edu.
Log into the COI System

Enter your WFU user name and password

After signing into this site, you are bound by the terms and conditions set forth when you received your account.
Click on the name of your annual disclosure to open it.
Click the “Edit Disclosures” button to begin the disclosure process.
Important Points to Remember

- Questions on the annual disclosure pertain to relationships and activities from the previous calendar year (January-December)
- All questions marked with a red asterisk require completion
- Be sure to hit the “save” button on the banner if you need to exit the system before completion of the disclosure
Annual Disclosure for Melvin Fernfeather: Sponsored Research

- Are you engaged in sponsored research at WFU?
  ◯ Yes ◯ No  

If you are not engaged in sponsored research, skip to page 15.
Read the questions carefully. These relationships must be accurately reported.

If you answered “no” to the second question, skip to page 15.
If you indicated that you have a relationship with a sponsor of your research or an entity involved in your research, then the “Entity Details” page will automatically appear so that you can provide details.

Click the “$ New Entity” button to disclose your relationship(s) with an outside entity.
New Entity Details

Enter the first three letters of the entity name. A dropdown menu will automatically appear. Choose the correct entity and click “OK.” Do not use the “Select” button.

If your entity is not listed, use the email link to request the addition of the entity. Please include entity name and address.

You must select only one entity at a time. After you have answered all questions related to the entity, you will be directed to this page where you can add another entity(ies).
Disclosure for Melvin Fernfeather: Research Entity Information Fuelix, Inc

1. * Did you engage in travel during the previous calendar year (January-December) that was directly paid or reimbursed by this research sponsor?
   - Yes
   - No
   - Clear

2. * What type of interest do you, or a family member, have with the research sponsor?
   - Owner, founder, equity (shares / stocks)
   - Consulting, advisory boards, or speaking activities
   - Licensed technology, royalties
   - Board of directors, company officer, or executive management
   - Employee
   - Unrestricted Gifts

   * Please explain the relationships indicated with this entity and clarify if the relationships are for you or a family member.

3. * Do you or your family member own technology and/or did you invent any technology being utilized or evaluated in your research with this entity?
   - Yes
   - No
   - Clear

   If yes, please include all relevant information, including the name of the technology and how it is being used.

The questions on this page relate to an entity with which you have indicated a relationship.
If you have another entity, click here

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If you have no more entities to report, click "Continue" at the top or bottom of the page.
You will see a total of six numbered questions on this page. If you answer "Yes" to any of the questions, a text box will appear and you must provide more detail on the outside relationship.
An individual may have several different management plans. Please be sure to name each management plan with a unique, project specific identifier.

If you answered “Yes” to any question on the previous pages, this page will appear.
After reading the bullet points above, check the “yes” box to confirm agreement.

Click “Finish” at the top or bottom of the page to SUBMIT your annual disclosure.
• All information will be saved and will prepopulate your disclosure next year.
• In subsequent years, only changes to existing information and new activities/relationships will need to be reported.
• COIDisclosures@wakehealth.edu
• (336)716-9300