The Wake Forest University Conflicts of Interest Policy requires annual disclosure of actual or potential conflicts of interest by Members of the WFU community.
The Annual Disclosure process is electronic. You will receive an email notification in January to complete your Annual Disclosure, which can be accessed in two ways:

1. Via the link in the email notification
2. Via VPN using the web address [https://coi.wfu.edu](https://coi.wfu.edu)
Outside Interest and Outside Commitment Disclosure

ATTENTION: To login, click "Login" in upper right corner

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 coildisclosures@wakehealth.edu.
Log into the COI System

Enter your WFU user name and password
Complete any items found below. Once complete it will remove the entry from your inbox.

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<th>Reviewer</th>
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1 items

Click on the Annual Disclosure Certification found in your Inbox
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)
• Be sure to read the questions carefully, as relationships must be accurately reported.
• 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: Research

1. Are you engaged in research?
   - Yes  
   - No  
   Clear
If you answer “no” to question #3, skip to page 16.

If you answer “yes” to question #2, additional required questions will appear.
If you indicate 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 "Add Research Entity" button to disclose your relationship(s) with an outside entity.
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).
The questions on this page relate to an entity with which you have indicated a relationship.
**Research Entity Details**

If you have another entity to report, click here.

If you have no more entities to report, click “Continue” at the top or bottom of the page.

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If you report a relationship with a sponsor of your research or an entity involved in your research, this page will appear.

If you answer “yes” to this question, additional questions will appear, and you will be required to upload a copy of the management plan.
Annual Disclosure for Melvin Fernfeather: Non-Research Outside Activities and Relationships

The following questions relate to the University’s Conflict of Interest Policy.

1. Do you have a relative who works in your department at Wake Forest University? Based on the Nepotism Policy, a relative is defined as an immediate family member including spouse, child, parent, sibling, same-sex partner, step-parent, grandparent, in-laws of these, niece, nephew, aunt, and uncle.
   - Yes  No  Clear

2. Do you have, or does a member of your family have, a consulting relationship, executive position, or a Significant Financial Interest in (answer all):
   A. An entity that does, or seeks to do, business with the University and for which business you are in a position or may be perceived to be in a position of influence?
      - Yes  No  Clear
   B. An entity that markets, produces, or has in pre-market testing a product or service that you in your University work would either evaluate or further develop, or with which the University would compete?
      - Yes  No  Clear
   C. An entity that supports teaching, and/or other activities (e.g., by providing grant or gift funds, in-kind gifts, or other means)?
      - Yes  No  Clear

3. Do you have, or does a member of your Family have, non-University professional or income-producing activities involving University Members (e.g., students, staff, etc.) or other University resources (e.g., facilities, equipment, etc.)?
   - Yes  No  Clear

4. Within the last three years, have you, or have any member of your family, done or seeking to do business with the University that presents or may appear to present a conflict of interest? If you answer “yes” to any of the questions, a text box will appear and you must provide more detail on the outside relationship.
   - Yes  No  Clear
Annual Disclosure for Melvin Fernfeather: Non-Research Management Plan

Has a Conflict of Interest management plan been developed for the relationship(s) you reported?

- Yes
- No

If you answer “yes” to this question, additional questions will appear, and you will be required to upload a copy of the management plan.
After reading the bullet points above, select “yes” to confirm agreement.

After choosing yes, click “Finish” to submit your disclosure.

☐ Yes  ☐ No  Clear

Click “Finish” at the top or bottom of the page to SUBMIT your annual disclosure.
Once you click “Finish” to submit, you should see a message indicating that your Annual Disclosure was successfully submitted.
For help or questions with the Annual Disclosure process, contact the COI Office at:

- COIDisclosures@wakehealth.edu
- (336)716-9300