

Reviewer's Role in eCOI

How to Navigate the System

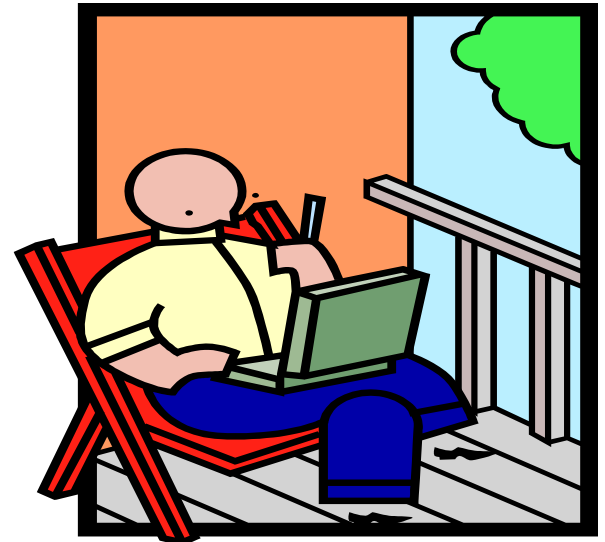


WAKE FOREST
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As designated in the Conflicts of Interest Policy for Wake Forest University, a “Reviewer” is responsible for reviewing and signing off on the annual disclosure of those “Members” who report to the Reviewer. This process is electronic and must be completed before the COI office can review the annual disclosure.



- The COI Office will alert you through email with a link to our eCOI system whenever you have Annual Disclosures that require your review.
- You can access the eCOI system anywhere off campus using VPN! The web address for eCOI is <https://coi.wfu.edu>



Click here
to Login

Login

Reynolda Campus

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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 coidisclosures@wakehealth.edu.



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Login as

User Name:

Password:

Remember me

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

Enter your
WFU user
name and
password

Click on the Annual Disclosure(s) in the Supervisor Review State

[My Inbox](#)[Home](#)

Click on the Annual Disclosure(s) which require your review, as indicated by the Supervisor Review "State"

My Inbox

Complete any items found below. Once complete it will remove the entry from your inbox.

Name	Date Created	▼ Date Modified	State	Reviewer
Annual Disclosure Certification for Melvin Fernfeather 2019	12/17/2019 4:45 PM	1/3/2020 9:15 AM	Supervisor Review	Doc Brown

1 items

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My Inbox

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[View Disclosures](#)Status: **Supervisor Review**

Type: Annual Disclosure | ID# DC00006049

Discloser: [Melvin Fernfeather](#) | Phone:[Complete Supervisor Review](#)

Click the "View Disclosure" button to review the Member's Annual Disclosure

Be sure to scroll down the page to review all disclosure information



Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu

Date: Monday, December 30, 2019 11:08:26 AM

[Print](#) [Close](#)

View: SF: Reynolda Sponsored Research

Annual Disclosure for Melvin Fernfeather : Research

* 1. Are you engaged in research?

Yes No

* 2. Is your research fully or partially federally funded?

Yes No

* 3. Do you have a relationship with a sponsor of your research or an entity involved in the research? (e.g.; Owner, founder, equity, licensed technology, executive, board member, consultant, employee, etc.)

Yes No

[View: SF: Reynolda Disclosure Details](#)

Annual Disclosure for Melvin Fernfeather : Research Entity Details

Click the button below to choose a research entity with which you have a relationship to report.

- Complete all questions related to the entity and you will return to this page to choose an additional entity if needed.

[\\$ Add Research Entity](#)

* Disclosures:

View/Edit	Organization	Disclosure Types	Value	Remove
Edit	Corvia Medical	Consulting, advisory boards, or speaking activities	\$10,000.00	X

Click "Close" to return to the previous screen

View: SF: Reynolda Management Plan

Annual Disclosure for Melvin Fernfeather : Management Plan

* Do you have a Conflict of Interest (COI) management plan related to a research project(s)?

Yes No

- If you have a COI management plan for an existing project, please complete the [\(Interim Report Template\)](#) and upload it below to demonstrate compliance with the management plan.
- If you need to establish a COI management plan for a new project, please contact the COI office at 336-716-9300

Name	Description
ReynoldaInterimReporttemplate.doc	

View: SF

If an interim report for a research management plan has been uploaded, click here to open and review.

View: SF: Reynolda Non-Research Management Plan

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

Please upload a current approved copy of your management plan.

Name	Modified Date
Administrative Management Plan.doc	12/30/2019 11:20 AM

View: SF: Reynolda Assurance and Certification

Annual Disclosure for Melvin Fernfeather


- I hereby acknowledge that I have read and understand the information provided and that it is true and accurate.
- I affirm that the information provided is to the best of my knowledge and does not misstate any facts.
- I will provide any additional information as requested by the Conflict of Interest Office.
- I have uploaded the necessary *Management Plan(s)* to manage, reduce, or eliminate any actual or potential conflicts of interest, if applicable. I agree to comply with the terms and conditions contained in any *Management Plan(s)*.

If a non-research management plan has been uploaded, click here to open and review.

*** Check Yes to confirm that you understand and agree with the above statements.**

After choosing yes, click "Finish" to submit your disclosure.


Yes No

WAKE FOREST UNIVERSITY **eCOI** Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu Hello, [Doc Brown](#) 
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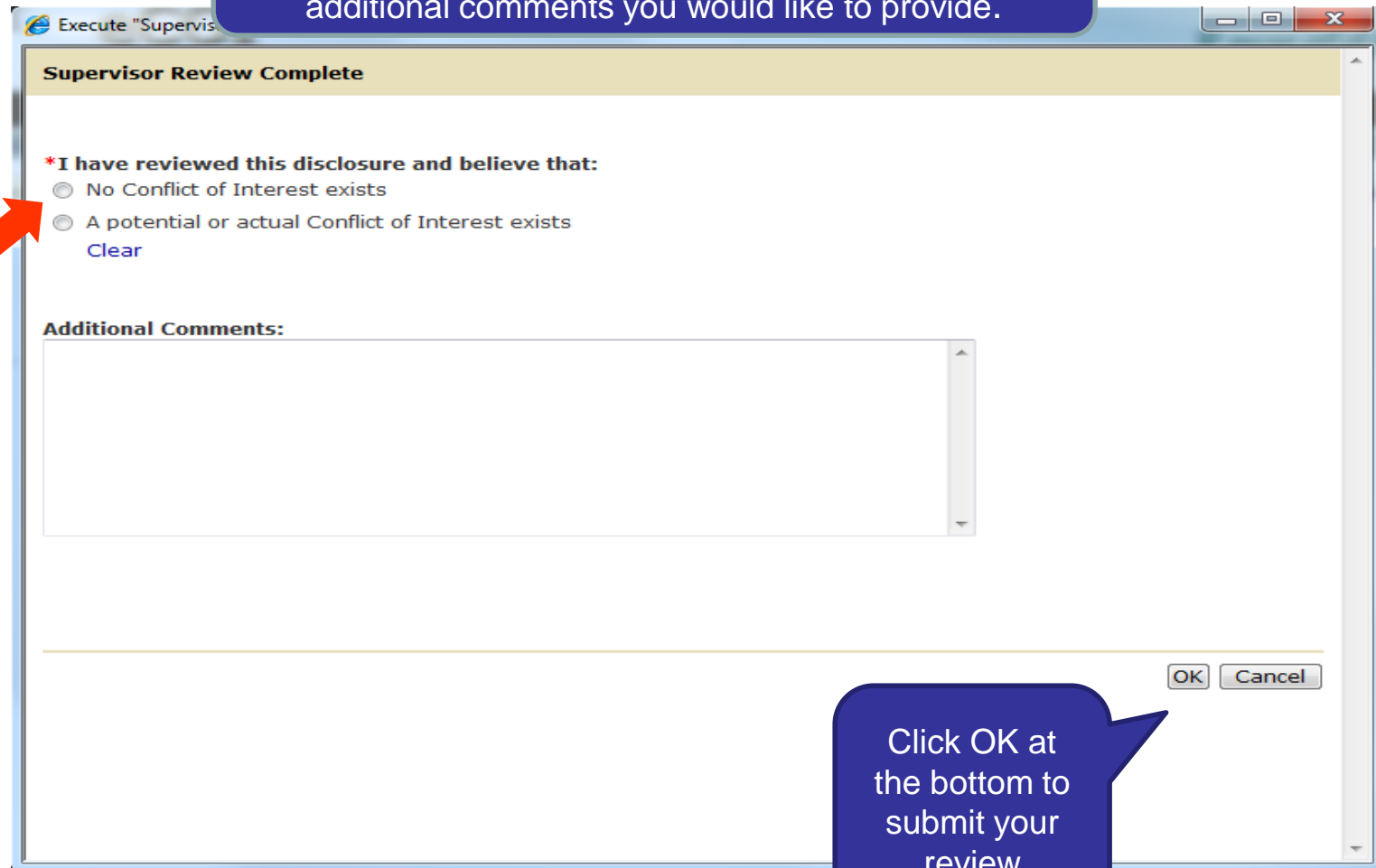
[View Disclosures](#)

Status: **Supervisor Review** Type: Annual Disclosure | ID# DC00006049 Discloser: [Melvin Fernfeather](#) | Phone:

 [Complete Supervisor Review](#)

Click the "Complete Supervisor Review" button to complete your review

Select the radio button which corresponds to your assessment of the Annual Disclosure and add any additional comments you would like to provide.



Supervisor Review Complete

***I have reviewed this disclosure and believe that:**

No Conflict of Interest exists

A potential or actual Conflict of Interest exists

[Clear](#)

Additional Comments:

Click OK at the bottom to submit your review

Click "My Inbox" to review additional employee disclosures

Hello, [Doc Brown](#) ▾

COI

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View Disclosures

Status: **Administrative Review** | Type: Annual Disclosure | ID# DC00006049

Discloser: [Melvin Fernfeather](#) | Phone:

- You will receive a monthly email if you have any new or revised disclosures which require your review
- If you have questions or need assistance in determining if a relationship is a conflict of interest, contact the COI Office (336) 716-9300 or COIDisclosures@wakehealth.edu

