## **Respondent Instructions**

Accessing the survey - When the survey is released, you will receive an email from noreply@coi-smart.com with a link to <a href="https://wfu.coi-smart.com/">https://wfu.coi-smart.com/</a>

	Conflicts of Interest Annual Disclosure - LID:12286063 (External) 🔈 Inbox x	0	Ø						
	COI-SMART (Do not click reply. Use the link inside the email to respond.) <noreply@coi-smar_ (12="" 11:18="" 2022,="" 9,="" ago)="" am="" days="" jun="" me="" td="" to="" ◄<="" ☆=""><td>¢</td><td>:</td></noreply@coi-smar_>	¢	:						
	Dear Angela:								
	According to the Wake Forest University Conflict of Interest Policy, Members are required to complete a disclosure on an annual basis. The reporting electronic and must be completed online.	proces	s is						
If you have completed disclosures in the past, you will notice a different look and feel to the process, as we have moved to a new system called "C manage and distribute the COI survey. We have included instructions for you as a respondent.									
	Please complete the following questionnaire [%QUESTIONNAIRE_NAME%] no later than [%DUE_DATE%].								
	You may access the site by copying and pasting the following URL into a web browser:								
(	https://wfu.coi-smart.com								
	Access to the COI system requires authentication with your WFU login and password, and is configured for single sign-on. If you are already logged into your WFU network or Google account, the application should open without further input. If you have questions or experience any technical issues, please contact us by email at WFU-COI@wfu.edu.								
Your completed disclosure will be electronically routed to the appropriate "Reviewer" per Appendix B of the policy.									
	If you are in a "Reviewer" role and have direct reports who complete the questionnaire, these should route to you for review. A job aid for reviewers wi provided.	ll be							
	Thanks for your support for this process!								
	James Ponce								
	Associate Vice President and Chief Audit & Compliance Officer								
	INFEL Audit & Compliance Convine								

Logging in - The website is tied to your WFU credentials through single-sign on. If you are already logged in, the application should open without further input. Otherwise, simply use your WFU Google information to log in.

	Coogle		
	Hi Angela	а	
	A atkinsae@wfu.e	edu 🗸	
Enter your	password		
Show pa	assword		
Forgot passw	ord?		Next
i orgot passi			

Home screen – Once logged-in, most respondents will see the following Announcement screen. There are two main items to note, the Document Library and the Link to the Questionnaire. The document library contains relevant policies and the forms you will use if there are disclosures. The survey will guide you to the correct documents.

All you need to do is click on the **Click Here** button, or choose **My Questionnaires** to proceed to the COI Questionnaire:

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W WFU Mail  W Workday-Prod G Prod Login - TM+ ► TM Connect	AskDeac 🎯 https://xe.banner.w	. 😋 COI-Smart Login 🔇 WFU EthicsPo	int \land NAVEX GLOBAI	. 🛐 Cayuse Research Su	NASFAA.org Home
WAKE FOREST					Logged In As: Angela TEST 💊 LOGOUT
Education and Training					My Questionnaires
Home					
Home					
Announcements	sity to manage the Conflict o	f interest disclosure process			
Welcome to the WFO COLSMART system, used by the oniver		RE TO ACCESS YOUR STIONNAIRE(S)			
ontact US   About US   Privacy Policy					COLSMAR

Some Respondents are also Reviewers; for Reviewers the initial screen is the Reviewer Home screen. The Document Library link can be found here as well. Choose **My Questionnaires** to proceed to the COI questionnaire:

WAKE FOREST		Angela TEST V
Reviewer × Education and Training ×	iment Library	My Questionnaires
Reviewer Home		
Home		
Reviewer Queue: IN REVIEW ()	My Saved Searches   Advanced Sear	ch 🍰 My Reviewer Profile 🚔 Announcements
User Summary Lookup ங	Send Respondent Notification 🗔	Add Memo To User 🏾
Displays questionnaire submission and review status for selected respondent. This view will also display the resp assigned roles, departments, and reviewers.	Allows reviewers to send one-off, manual announceme reminder emails to respondents.	Allows an Administrator, Manager or Reviewer (based on Sec Profiles) to document respondent-specific information and communication prior to the respondent being assigned to oi completing a questionnaire.
Reviewer Reports 📾	Reviewer Guide 🐀	
Selected standard reports with data based on reviewer assignment criteria.	Overview of the review process: reviewer queue, view h review actions, messaging, overall questionnaire status, management plans, and archiving.	istory,
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Contact Us   About Us   Privacy Policy		

If you are accessing via your mobile phone, you can either click on **Announcements** and find a link to the questionnaire there or open the menu link in the upper right corner, and choose My Questionnaires or Announcements- either one will have a link to the survey.

## Wake Forest University Conflict of Interest Process

Select <b>Start the</b>	Questionnaire	to	proceed.
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WAKE FOREST	Logged in As: Angela TEST V LOGOUT
Education and Training ~ Document Library	My Questionnaires
My Questionnaires	
ome > My Questionnaires	
Click on <b>Start the Questionnaire</b> to begin answering a new question	nnaire.
Click on <b>Start the Questionnaire</b> to begin answering a new question If you wish to <b>Revise</b> your answers to a previously submitted question giving you the option to revise it.	nnaire. nnaire, click on the questionnaire you wish to edit. An <b>Options Menu</b> will appear under the list
Click on <b>Start the Questionnaire</b> to begin answering a new question. If you wish to <b>Revise</b> your answers to a previously submitted question giving you the option to revise it.	nnaire. onnaire, click on the questionnaire you wish to edit. An <b>Options Menu</b> will appear under the list Locate a specific answer to a question:
Click on <b>Start the Questionnaire</b> to begin answering a new question If you wish to <b>Revise</b> your answers to a previously submitted question giving you the option to revise it.	nnaire. nnaire, click on the questionnaire you wish to edit. An <b>Options Menu</b> will appear under the list Locate a specific answer to a question:
Click on <b>Start the Questionnaire</b> to begin answering a new question If you wish to <b>Revise</b> your answers to a previously submitted question giving you the option to revise it.	nnaire. onnaire, click on the questionnaire you wish to edit. An <b>Options Menu</b> will appear under the list Locate a specific answer to a question: Search
Click on <b>Start the Questionnaire</b> to begin answering a new question If you wish to <b>Revise</b> your answers to a previously submitted questio giving you the option to revise it. Show 10 v entries	nnaire. onnaire, click on the questionnaire you wish to edit. An <b>Options Menu</b> will appear under the list Locate a specific answer to a question: Search My Questionnaires Status Que Due Date Last Activity Date
Click on Start the Questionnaire to begin answering a new question If you wish to Revise your answers to a previously submitted questio giving you the option to revise it. Show 10 v entries Questionnaire Name	nnaire. onnaire, click on the questionnaire you wish to edit. An <b>Options Menu</b> will appear under the list Locate a specific answer to a question: Search My Questionnaires Status Due Date Last Activity Date Start the Questionnaire 08/08/2022

Once you click on the survey link to Start the Questionnaire, the question view allows you to save at any point. This will retain your answers if you need to exit and return to the survey.

If a conflict is identified and a management plan is needed, you and your leader should work collaboratively to develop a proposed plan. Either you or the Reviewer can draft or upload a plan. A Workplace Relationship form(s) should also be uploaded for any reported workplace relationship. Other documentation may be uploaded as well, if helpful to describe a relationship.

• Select Choose File, browse to find and select the file, then select UPLOAD.

2022 - WFU COI Questionnaire
Home > My Questionnaires
< 1 2 3 4 5 6 7 8 >
Research, Grants, Contracts & Sponsored programs
Please indicate if you have involvement in research, grants, federal contracts or other sponsored programs.
1
Check all that apply:
□I am engaged in research.
I am listed as an investigator on an externally funded grant (federal or non-federal).
□ I am performing research services for a Federal contract. □My research, grant or contract is partially of fully federally funded
None of the above apply.
Click the green "+" sign below to open a blank response form to disclose another relationship.
Click here if you have another disclosure for this question (NOTE: Clicking this link will also save your current progress)
Upload one or more files a attachments to this response if you wish to supply supporting documentation
Choose File No file chosen
UPLOAD (10 MB Limit)
SAVE & CONTINUE CANCEL AND EXIT

If you have multiple grants or relationships to report, you will use the green plus sign to route back through the question set to respond for each one, if needed.

Do you have any <b>additional</b> relationships or significant financial interests with a sponsor of your research (or entity(s)involved in the research) that should be disclosed?
To disclose an additional relationship, answer Yes, then click the link next to the green + , and complete the question set again before continuing to the next question set.
Otherwise, select No.
OYes, I have an additional relationship to report
ONo, I have no more relationships of this nature to report.
Click the green "+" sign below to open a blank response form to disclose another relationship.
Click here if you have another disclosure for this question ONOTE: Clicking this link will also save your current progress)
Upload one or more files as attachments to this response if you wish to supply supporting documentation
Upload one or more files as attachments to this response if you wish to supply supporting documentation Choose File No file chosen

Once you have completed the questionnaire, you will be prompted to Submit the survey, as seen below. Type submit and click the green FINISH button.

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Thank you for completing and submitting the annual Conflict of Interest questionnaire!	*
<ul> <li>Once you submit this information it will route any disclosures to your designated Reviewer.</li> <li>If a Conflict is identified that needs to be managed, you and your Reviewer should work to develop a proposed management plan. The University's Compliance Services office can assist you.</li> <li>Compliance Services will review reported disclosures and draft management plans. We will assist with further refinement or development of management plans where needed.</li> <li>Human Resources and the Compliance office will also review submitted Workplace Relationship Disclosure forms.</li> <li>The WFU Conflict of Interest Committee meets periodically to review COI disclosures and management plans and may recommend plan revisions.</li> <li>If the Committee determines a conflict may be unmanageable, you may appeal that decision through a defined appeals process.</li> </ul>	
By typing "submit" in the box below, and clicking the green FINISH button, I acknowledge that all information that I have provided is correct and complete to the best of my knowledge and I understand that I am required to update the disclosure as changes occur.	•
You have completed all of the questions for this questionnaire. Type the word <b>submit</b> in the text box below before clicking the "FINISH" button to indicate that you are ready to submit <u>your comp</u> leted questionnaire.	5
Type submit Submit CANCEL	

To review complete responses, you can download a copy of your answers, or review specific questions by selecting the magnifying glass next to the question (in the Status column).

If you need to revise any answers or add additional documentation, return to the Submitted questionnaire, and choose the Revise button for the section you want to revise. Once completed, you will type *revise* and click the Submit Revision button.

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		My Questionna	res					
	Questionnaire Name 🔶	Status	÷	Due Date	•	Last Ac	tivity Date	
B	ETA: 2022 - WFU COI Questionnaire	Submittee	$\mathbf{D}$	08/08/2022		06/.	21/2022	
h	owing 1 to 1 of 1 entries					First	evious 1 N	lext La
_	2022	2 - WFU COI Quest	ionnaire					
	This Que You may revise your answers by cl	stionnaire has be licking on a "Revis	en submitteo e" link belov	d. v for a particular qu	estion.			
	Click on one of the icons below to down	lload or email a c	opy of your	answers to this qu	estionnain	e		
	🔤 Email Responses 🔀 Download wit	th All Responses	Downlo	ad with Most Recei	nt Respons	e		
	QUE	STION					STATUS	ACTIO
1	Before proceeding, please acknowledge that you have reviewed the WFU Co survey, if you have questions not addressed by the policy or need assistance	nflict of Interest p in any way, you c	olicy or are fa an reach us a	amiliar with its conte at COI@wfu.edu.	ent. As you	complete the	Complete <b>Q</b>	🖋 Revi
2	Please indicate if you have involvement in research, grants, federal contracts	s or other sponsor	ed programs	5.		(	Complete Q	Y Revi
3	The following questions relate to research (federal or non-federal) and other scholarly activities involving foreign entities. A foreign entity is located in a country other than the United States or its territories, is subject to the laws of that country, and is any of the below: foreign government or governmental entity public international organization an entity owned or controlled by a foreign government foreign government run or funded recruitment program foreign public or private organization, including universities and for-profit businesses foreign charitable organization that is non-profit and tax-exempt under the laws of its country and is not a university, college, private foundation, hospital, research or scientific organization, church, synagogue, mosque or entity organized primarily for religious purposes. See background information for these questions at: https://research.wfu.edu/office-information/compliance-management/foreign-influence/					Complete Q	🖋 Revis	
4	Do you have, or does a member of your family have, a consulting relationshi described below?	ip, executive posit	on, or a fina	ncial interest with ar	n outside er	ntity as	Complete Q	Revis
5	Do you have, or does a member of your Family have, non-University profess students, staff, etc.) or other University resources (e.g., facilities, equipment,	ional or income-p etc.)?	roducing act	ivities involving Univ	ersity Mem	bers (e.g.,	Complete Q	🖋 Revis
6	Within the last three years, have you, or has any member of your family, acc seeking to do, business with the University that presents or may appear to p	epted any gift, fav present a Conflict o	or, or hospita of Interest?	ality from any individ	dual or entit	y doing, or	Complete Q	🖋 Revi
	De very devete time to pervethen exteriole pethologies which equilable a set esti-	Conflict of Intore	st as outline	d in Annondiy D of t	ha Universit	via Conflict of		

If you have disclosed relationships that present or potentially present a conflict of interest, your submitted questionnaire will be routed to an assigned Reviewer, generally your direct manager or possibly a department Chair, Dean or Provost. They or the Compliance office may contact you for more information.

The Compliance office is available to assist with plan development, if needed, and will review all plans before they are finalized.

Plans may also be presented or routed to the University Conflict of Interest Committee and/or the Committee Chair. Reported workplace relationships will be routed to Human Resources.