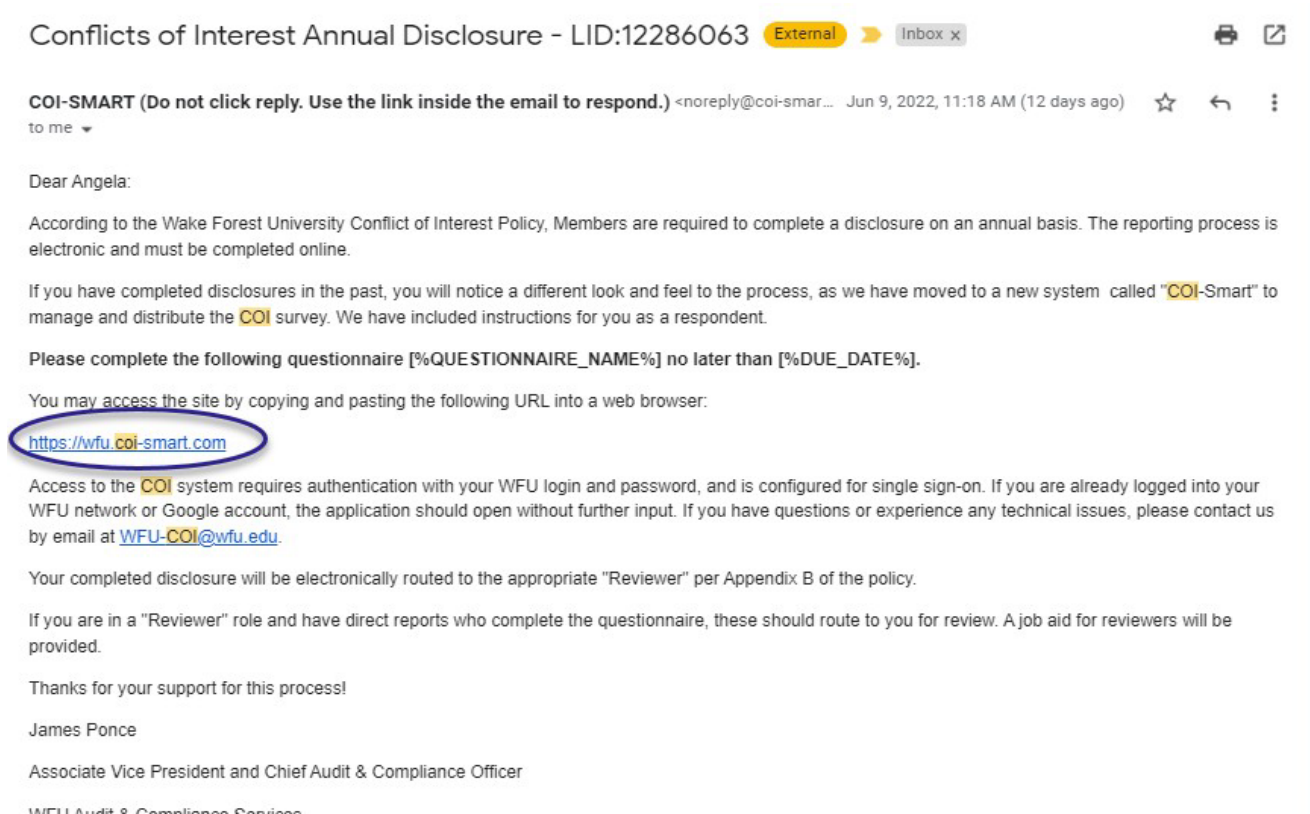
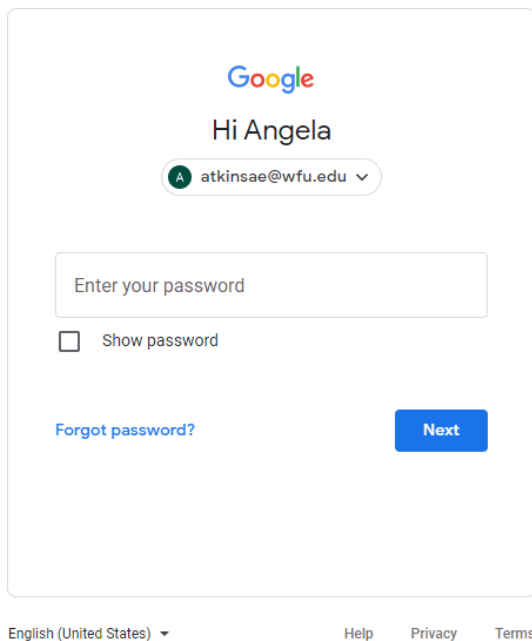


There are two automatic roles in the COI-Smart software – Respondent and Reviewer. All full-time faculty and exempt staff complete their own disclosures as Respondents, however the COI home screen for Reviewers will look like the example on Page 4. This guide will walk you through the response process. If you have direct reports with disclosures, you will also be a Reviewer. Please see the Reviewer guide for additional information on approving disclosures.

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



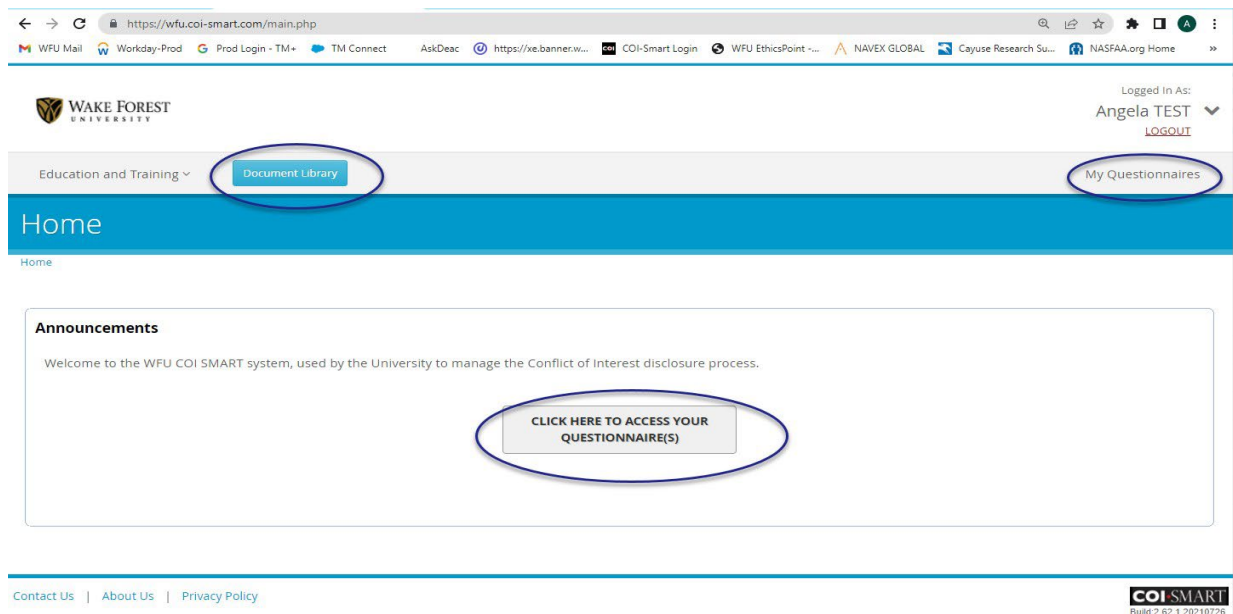
- 2) Logging in - The website is tied to your WFU credentials through single-sign on. If you are already logged in, the application should open without further input. Otherwise, simply use your WFU Google information to log in.

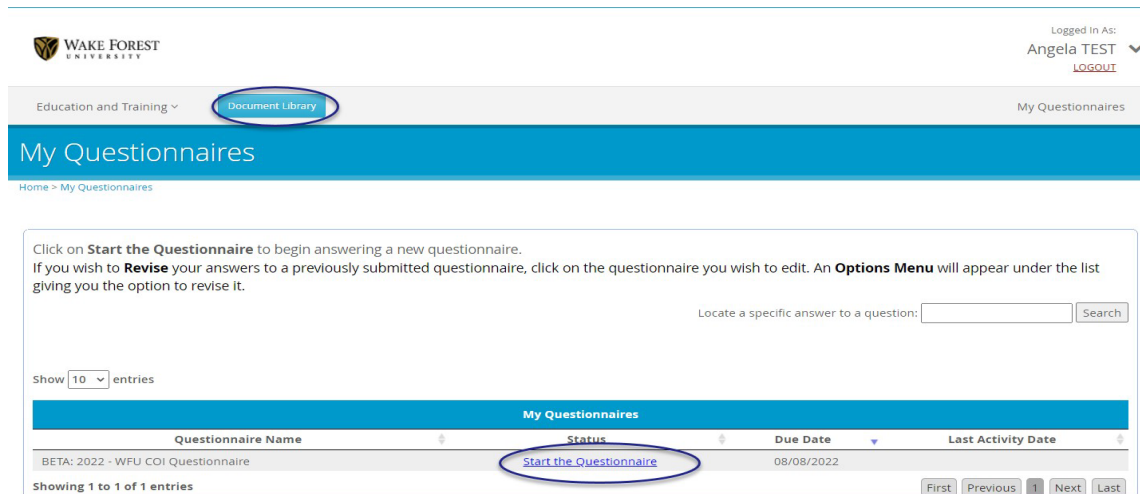


The image shows a Google login interface. At the top is the Google logo. Below it, the text "Hi Angela" is displayed. Underneath is a dropdown menu showing the email address "atkinsae@wfu.edu" with a small downward arrow. Below the email is a password input field with the placeholder text "Enter your password". To the left of the password field is a checkbox labeled "Show password". Below the password field is a link that says "Forgot password?". To the right of the password field is a blue button labeled "Next". At the bottom of the interface, there is a language selector showing "English (United States)" with a downward arrow, and three links: "Help", "Privacy", and "Terms".

- 3) 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:





Wake Forest University

Logged In As: Angela TEST [LOGOUT](#)

Education and Training [Document Library](#) My Questionnaires

My Questionnaires

Home > My Questionnaires

Click on **Start the Questionnaire** to begin answering a new questionnaire. If you wish to **Revise** your answers to a previously submitted questionnaire, click on the questionnaire you wish to edit. An **Options Menu** will appear under the list giving you the option to revise it.

Locate a specific answer to a question: [Search](#)

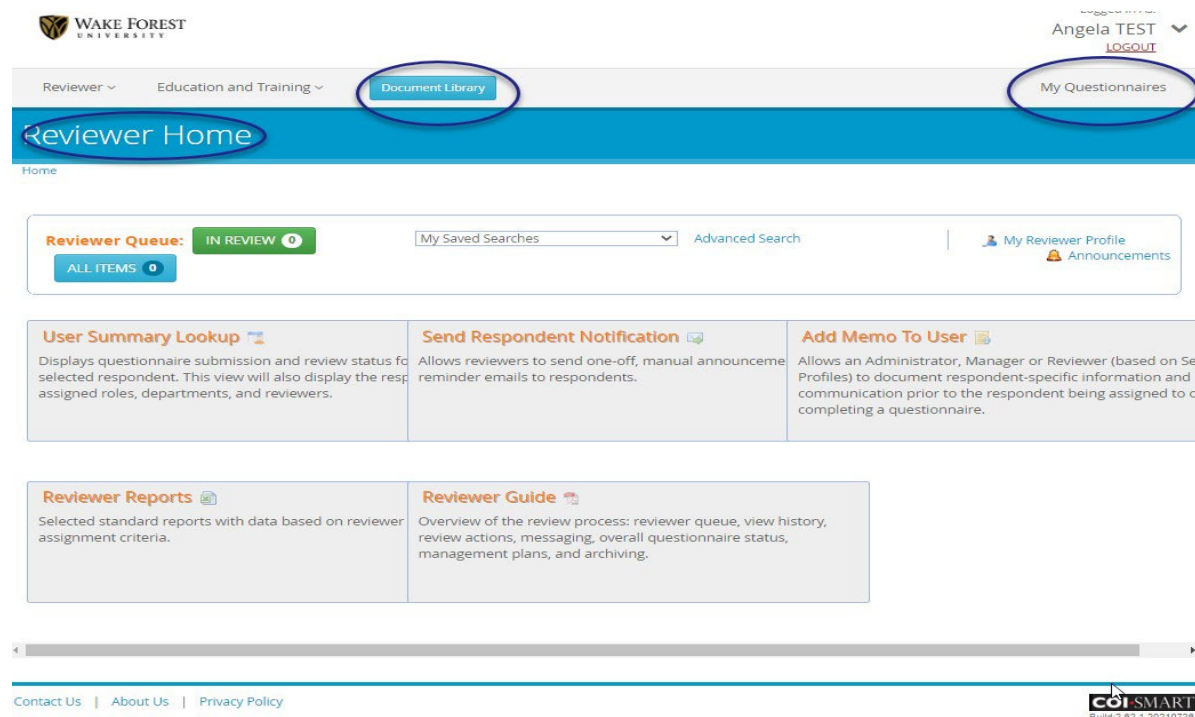
Show entries

Questionnaire Name	Status	Due Date	Last Activity Date
BETA: 2022 - WFU COI Questionnaire	Start the Questionnaire	08/08/2022	

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

If you are a Reviewer, 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 University

Angela TEST [LOGOUT](#)

Reviewer [Education and Training](#) [Document Library](#) [My Questionnaires](#)

Reviewer Home

Home

Reviewer Queue: [IN REVIEW](#) [ALL ITEMS](#) [My Saved Searches](#) [Advanced Search](#) [My Reviewer Profile](#) [Announcements](#)

User Summary Lookup

Displays questionnaire submission and review status for selected respondent. This view will also display the respondent's assigned roles, departments, and reviewers.

Send Respondent Notification

Allows reviewers to send one-off, manual announcement reminder emails to respondents.

Add Memo To User

Allows an Administrator, Manager or Reviewer (based on Security Profiles) to document respondent-specific information and communication prior to the respondent being assigned to or completing a questionnaire.

Reviewer Reports

Selected standard reports with data based on reviewer assignment criteria.

Reviewer Guide

Overview of the review process: reviewer queue, view history, review actions, messaging, overall questionnaire status, management plans, and archiving.

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COLSMART
Build: 2.52.1.20210728

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.

Select **Start the Questionnaire** to proceed.

- 4) 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 your 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.

- To add documents, 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 or 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 as attachments to this response if you wish to supply supporting documentation](#)

No file chosen

(10 MB Limit)

- 5) 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 **additional** 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.

☐ Yes, I have an additional relationship to report

☐ No, 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 \(NOTE: Clicking this link will also save your current progress\)](#)

[Upload one or more files as attachments to this response if you wish to supply supporting documentation](#)

No file chosen

(10 MB Limit)

- 6) 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.

Submit Questionnaire



Thank you for completing and submitting the annual Conflict of Interest questionnaire!

- Once you submit this information it will route any disclosures to your designated Reviewer.
- 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.
- Compliance Services will review reported disclosures and draft management plans. We will assist with further refinement or development of management plans where needed.
- Human Resources and the Compliance office will also review submitted Workplace Relationship Disclosure forms.
- The WFU Conflict of Interest Committee meets periodically to review COI disclosures and management plans and may recommend plan revisions.
- If the Committee determines a conflict may be unmanageable, you may appeal that decision through a defined appeals process.

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 **submit** in the text box below before clicking the "FINISH" button to indicate that you are ready to submit your completed questionnaire.

Type submit :

FINISH

CANCEL

- 7) 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.

Show entries

My Questionnaires			
Questionnaire Name	Status	Due Date	Last Activity Date
BETA: 2022 - WFU COI Questionnaire	Submitted	08/08/2022	06/21/2022

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2022 - WFU COI Questionnaire

This Questionnaire has been submitted.
You may revise your answers by clicking on a "Revise" link below for a particular question.

Click on one of the icons below to download or email a copy of your answers to this questionnaire

✉ Email Responses 📎 Download with All Responses 📎 Download with Most Recent Response

	QUESTION	STATUS	ACTION
1	Before proceeding, please acknowledge that you have reviewed the WFU Conflict of Interest policy or are familiar with its content. As you complete the survey, if you have questions not addressed by the policy or need assistance in any way, you can reach us at COI@wfu.edu.	Complete	Revise
2	Please indicate if you have involvement in research, grants, federal contracts or other sponsored programs.	Complete	Revise
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	Revise
4	Do you have, or does a member of your family have, a consulting relationship, executive position, or a financial interest with an outside entity as described below?	Complete	Revise
5	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.)?	Complete	Revise
6	Within the last three years, have you, or has any member of your family, accepted any gift, favor, or hospitality from any individual or entity doing, or seeking to do, business with the University that presents or may appear to present a Conflict of Interest?	Complete	Revise

If you have disclosures, your submitted questionnaire will be routed to an assigned Reviewer, generally your direct manager or possibly a department Chair, Dean or Provost. The Compliance office is available to assist with plan development, if needed at COI@wfu.edu.