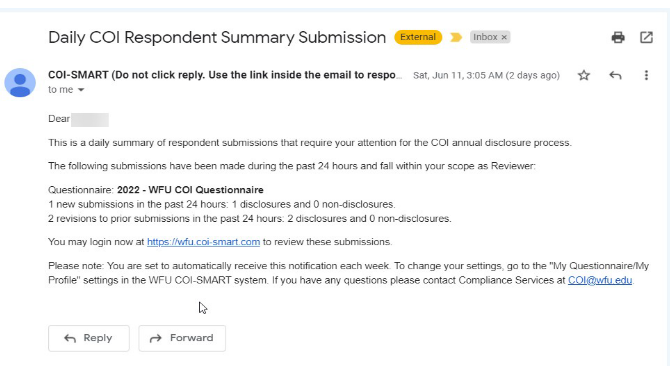
Reviewers are responsible for working with their direct reports (per the Workday Org chart) when a disclosure is made, or a management plan is necessary. As their leader, it is important for you to be aware of and manage potential conflicts of interest. Reviewers will receive notifications when a person reporting to them submits a COI questionnaire with disclosure, or when a questionnaire is revised. (If your direct report does not report any disclosures of potential conflicts, the questionnaire will be treated as 'auto-approved' and will not route to your queue.)

Summary completion reports will be provided to you through your Cabinet leader to assist you in ensuring all surveys have been completed.

---

1) Logging in – If you are a reviewer, you will receive a notification message when a direct report has completed or updated a survey.



Daily COI Respondent Summary Submission External Inbox ×

COI-SMART (Do not click reply. Use the link inside the email to respo... Sat, Jun 11, 3:05 AM (2 days ago)
to me

Dear

This is a daily summary of respondent submissions that require your attention for the COI annual disclosure process.

The following submissions have been made during the past 24 hours and fall within your scope as Reviewer:

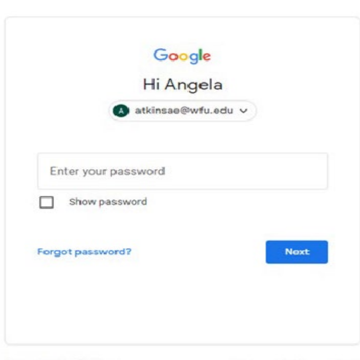
Questionnaire: **2022 - WFU COI Questionnaire**
1 new submissions in the past 24 hours: 1 disclosures and 0 non-disclosures.
2 revisions to prior submissions in the past 24 hours: 2 disclosures and 0 non-disclosures.

You may login now at https://wfu.coi-smart.com to review these submissions.

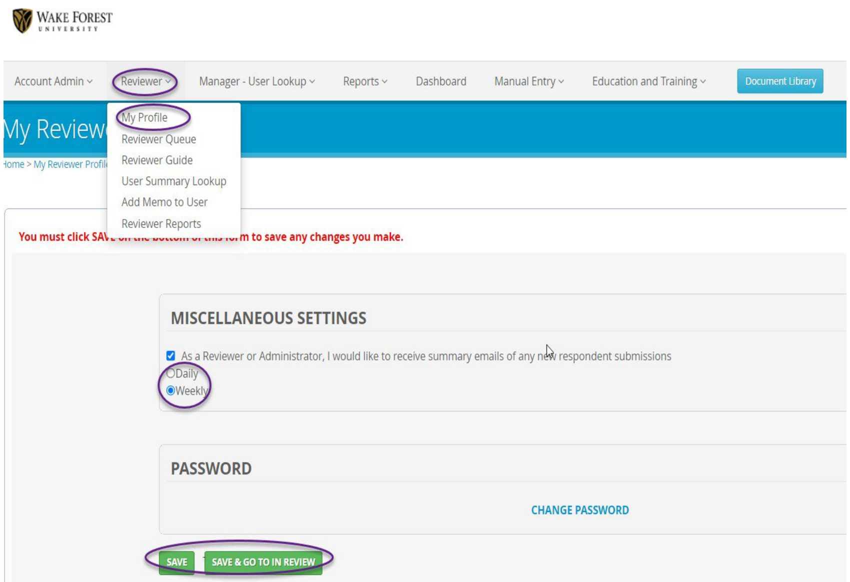
Please note: You are set to automatically receive this notification each week. To change your settings, go to the "My Questionnaire/My Profile" settings in the WFU COI-SMART system. If you have any questions please contact Compliance Services at COI@wfu.edu.

Reply Forward

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. If you are not already logged in, simply use your WFU Google account and password to log in.

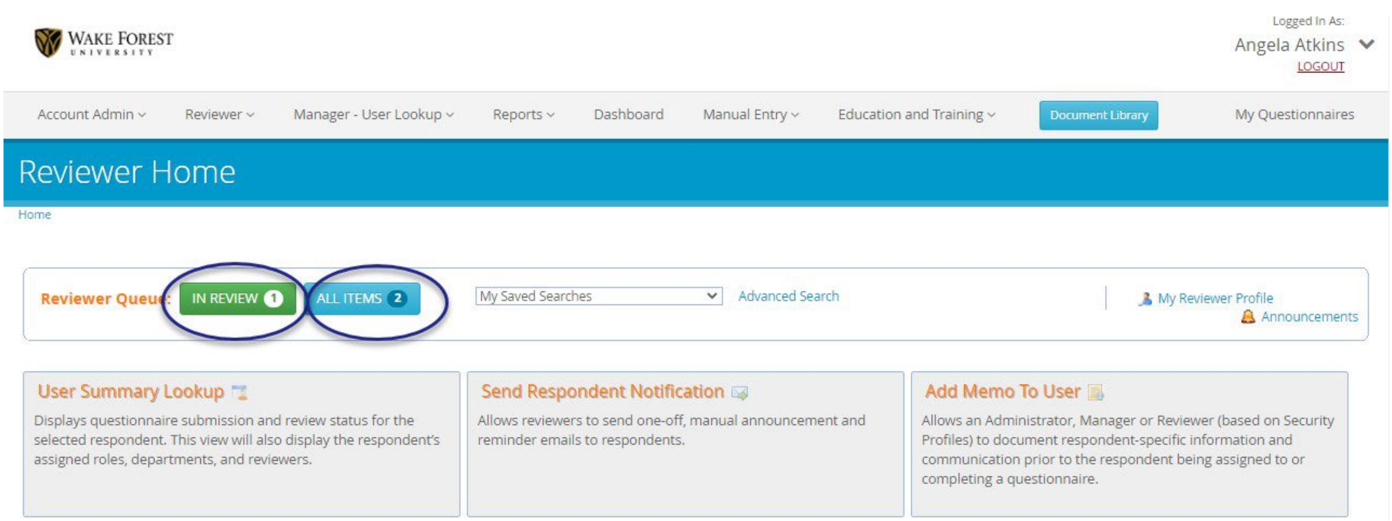


2) You can change the timing of summary emails for any new respondent submissions, selecting either Daily or Weekly in the COI Smart settings menu (under Reviewer, My Profile), then Save at the bottom of the screen.

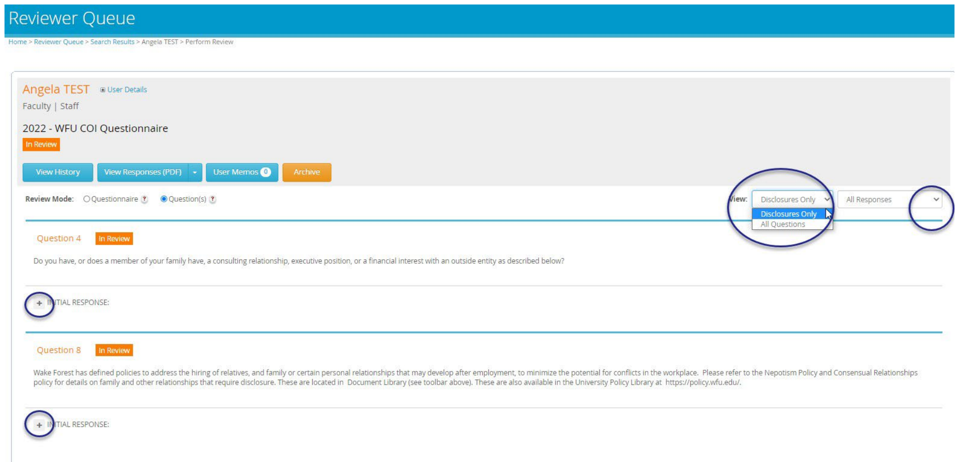


3) To access submitted disclosures,

- choose the green IN REVIEW button for new submissions, or
- choose the blue ALL ITEMS button to see all questionnaires in your review queue.

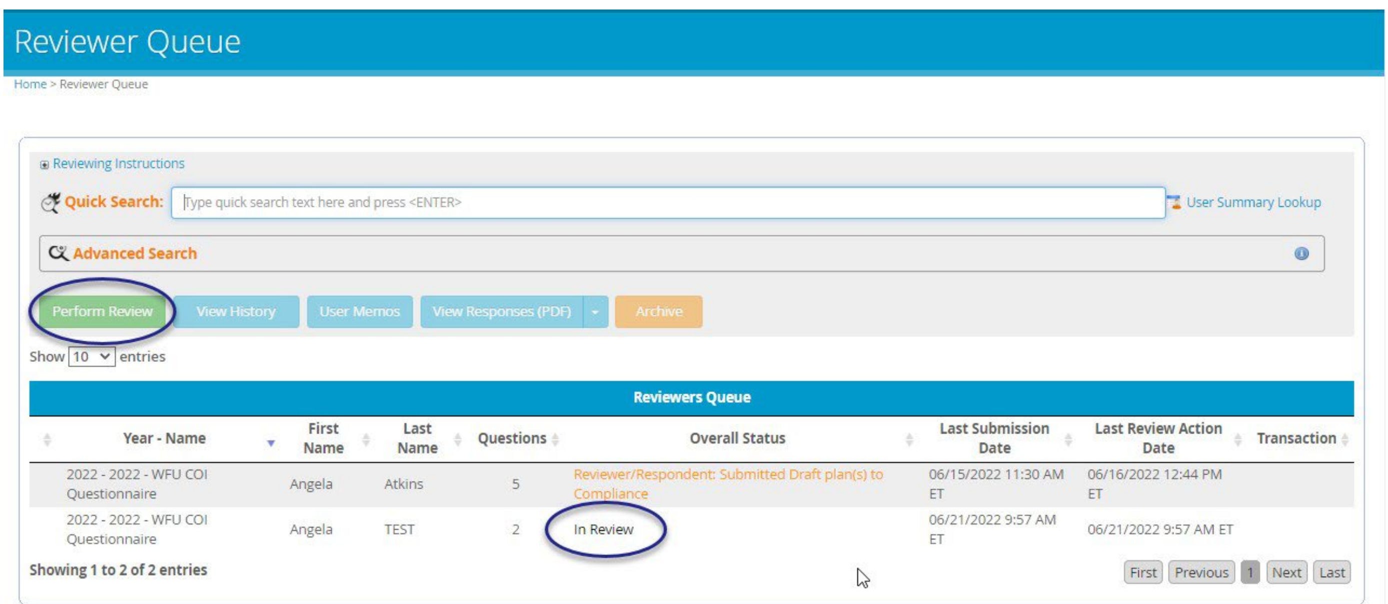


The Reviewer Queue will list any submitted questionnaires.



The overall status of each questionnaire will display in the center column.

Choose the questionnaire(s) you wish to review, then click on the green Perform Review button to start the review process.

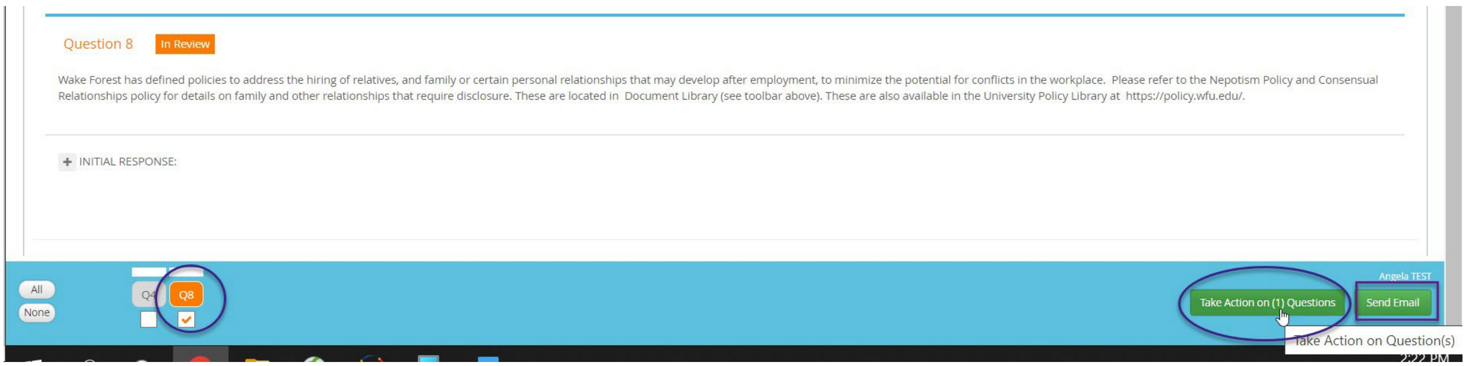


In review mode, you can see the disclosed response information for each question by selecting the + under each question.

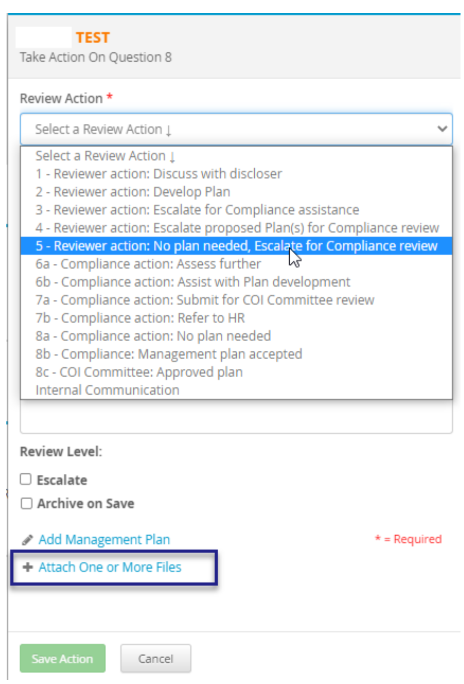
- You have the option to view answers to **All Questions**, or **Disclosures Only**. (Choosing **Disclosures Only** may streamline the review process, but you can opt to see all questions and responses.)
- You have the option to view **All Responses**, or only the **Most Recent Responses**. (Choosing **Most Recent Responses** may help streamline review if the survey respondent has made one or more revisions to their initial response to a question.)

4) If you have questions or want to discuss the response to a question further, you can select the question and choose the Send Email button to contact the respondent (or others) directly from the system. This has the advantage of logging the communication in the History log for the question.

IMPORTANT: After review of each question with a disclosure, at the bottom of the screen you will need to click the checkbox under the question (Q8 in this example), then choose the **Take Action** button. (You can select multiple questions if you want to apply the same action to each.)



5) On the **Take Action** popup screen (below), you can attach a draft Management plan (developed from templates in the Document Library) or other documentation for review by the Compliance office. Click on Attach One or More Files, Choose File, then Upload File. Please do not use the Add Management Plan function.

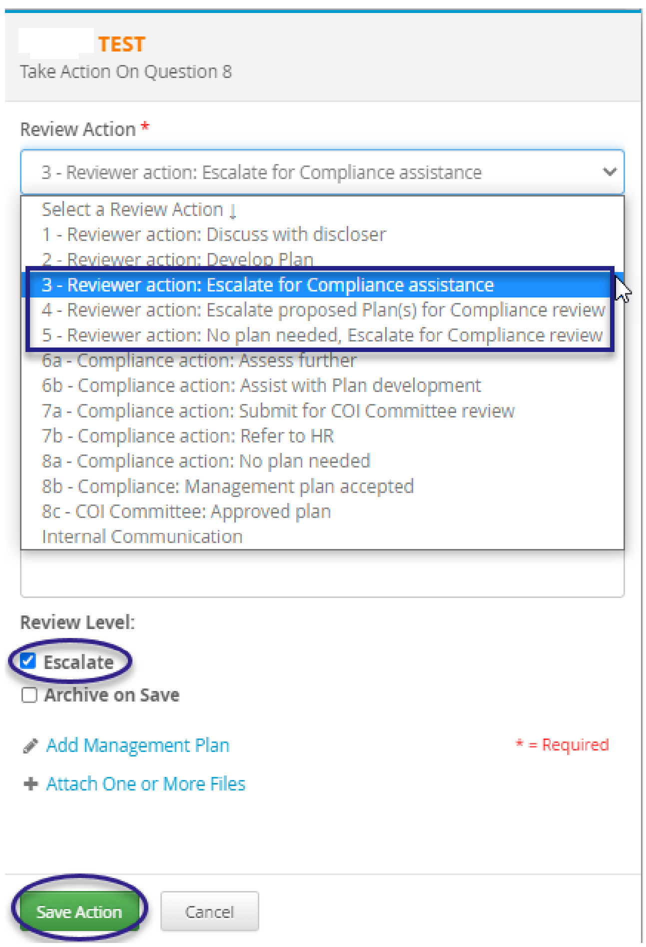


6) Next, choose a Reviewer Action (numbers 1 through 5). Please DO NOT select Archive on Save.

- Select **Options 1 or 2**, then **Save Action** to set an interim status if the disclosure is still under discussion or a proposed plan is still under development. You can set a reminder date, for notification to revisit the item.
- Once discussion or development is complete, you will need to return to the Questionnaire to complete the review process.

7) **To complete your review** and route the disclosure to the Compliance Office:

- Select **option 3, Escalate,** then **Save Action** to request assistance assessing the potential conflict or with plan development.
- Select **option 4, Escalate,** then **Save Action** to submit a draft management plan for review.
- Select **option 5, Escalate,** then **Save Action** if you have concluded no management plan is needed.



The Compliance office will take it from here, working with you, the respondent and the COI Committee as needed, to ensure identified conflicts are managed and monitored appropriately.

Once a completed plan is reviewed and accepted by either the Compliance office or the COI Committee, we will email it to you and the respondent for final acceptance in the system.