

Reviewer's Role in eCOI

How to Navigate the System

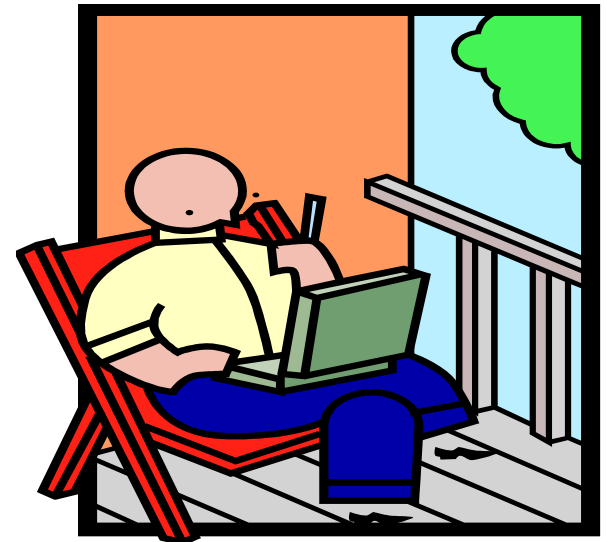


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As designated in the Conflicts of Interest Policy for Wake Forest University, a “Reviewer” is responsible for reviewing and signing off on the annual disclosure of those “Members” who report to the Reviewer. This process is electronic and must be completed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


Outside Interest and Outside Commitment Disclosure

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

[Home](#)[Page for Doc Brown](#)**My Current Actions****My Inbox**

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

Name	Date Created	<input checked="" type="checkbox"/> Date Modified	State	Discloser
Annual Disclosure Certification for Doc Brown 2014	12/10/2014 9:28 AM	12/10/2014 9:28 AM	Draft	Doc Brown
Annual Disclosure Certification for Melvin Fernfeather 2014	12/8/2014 11:47 AM	12/8/2014 12:42 PM	Supervisor Review	Melvin Fernfeather
Annual Disclosure Certification for Debra McBride 2014	12/5/2014 12:44 PM	12/5/2014 12:53 PM	Supervisor Review	Debra McBride
3 items	page 1 of 1		10	/ page

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

Reports[COI](#) > [Annual Disclosure Certification for Melvin Fernfeather 2015](#)[View Disclosures](#)Status: **Supervisor Review** | Type: Annual Disclosure | ID# DC00001204Discloser: **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

Date: Tuesday, December 23, 2014 10:04:06 AM

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

View: SF: Reynolda Sponsored Research

Annual Disclosure for Melvin Fernfeather : Sponsored Research

- * Are you engaged in sponsored research at WFU?

☒ Yes ☐ No

- * Do you have a relationship to report 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.

Disclosures:

View/Edit	Organization	Disclosure Types	Remove
 View	Fuelix, Inc	Consulting, advisory boards, or speaking activities	

Click "Close"
to return to
the previous
screen

View: SF: Reynolda Management Plan

Annual Disclosure for Melvin Fernfeather : Management Plan

* Do you have a management plan?

☒ Yes ☐ No

* Is the management plan related to your research?

☐ Yes ☒ No

* Please upload a draft of the non-research management plan here:

Name	Version
COI Management Plan.docx	0.01

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

View: SF: Reynolda Assurance and Certification

Annual Disclosure for Melvin Fernfeather : Assurance and Certification

- I hereby acknowledge that I have read and understand the University's policies on conflicts of interest.
- 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)*.

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

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

☒ Yes ☐ No

**eCOI**Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu[Doc Brown](#) | [My Inbox](#) | [Logoff](#)*Reynolda Campus*

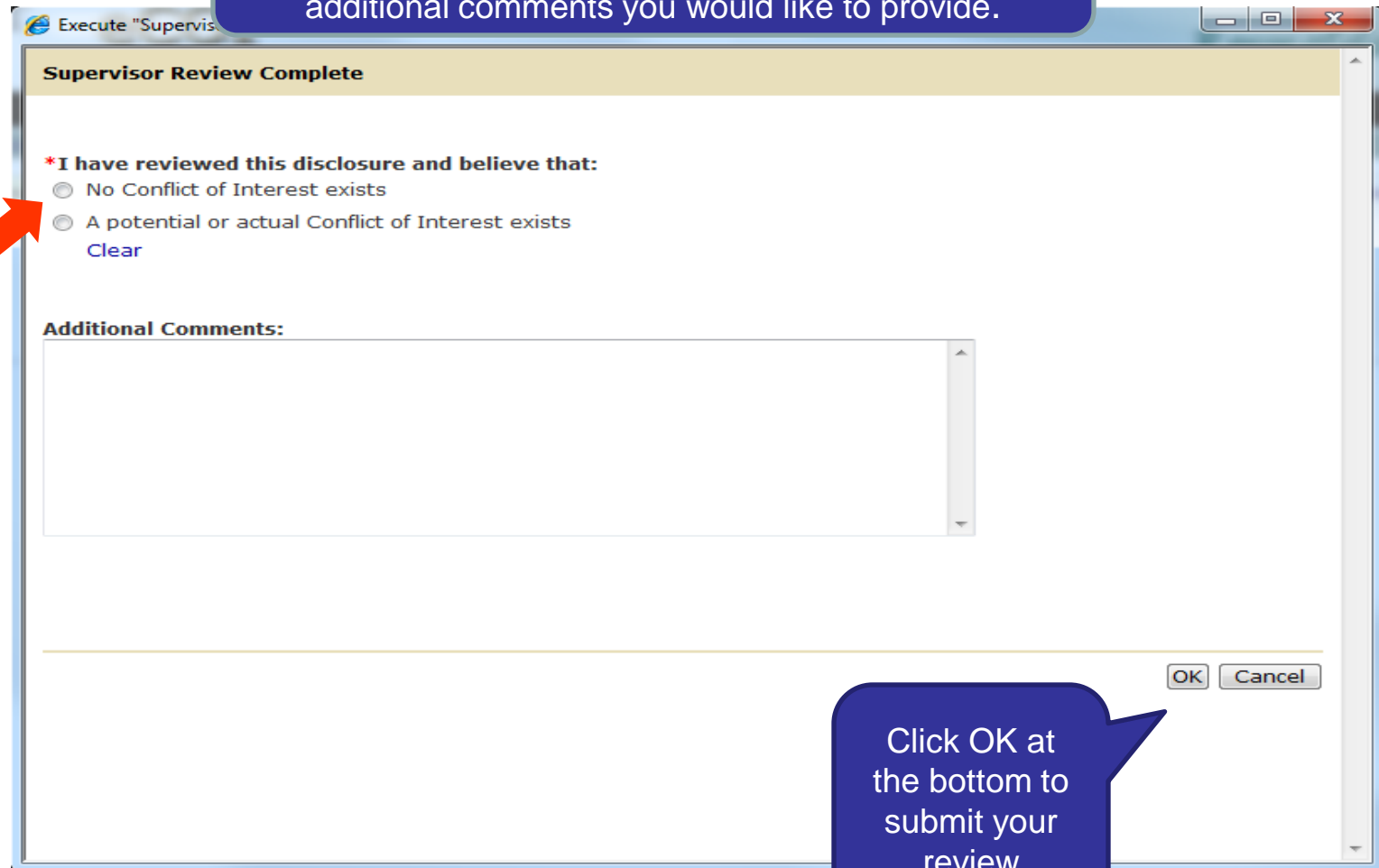
Reports

[COI](#) > [Annual Disclosure Certification for Melvin Fernfeather 2015](#)[View Disclosures](#)Status: **Supervisor Review** Type: Annual Disclosure | ID# DC00001204Discloser: **Melvin Fernfeather** | Phone:[Complete Supervisor Review](#)

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

Complete Supervisor Review

Click 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

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[COI > Annual Disclosure Certification for Melvin Fernfeather 2014](#)

Status: **Administrative Review** Type: Annual Disclosure | ID# DC00001655

Discloser: **Melvin Fernfeather** | Phone:

View Disclosure

Click "My Inbox" to review additional employee disclosures

- 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

