

Guide to Electronic Submission of Conflict of Interest Disclosure: eCOI

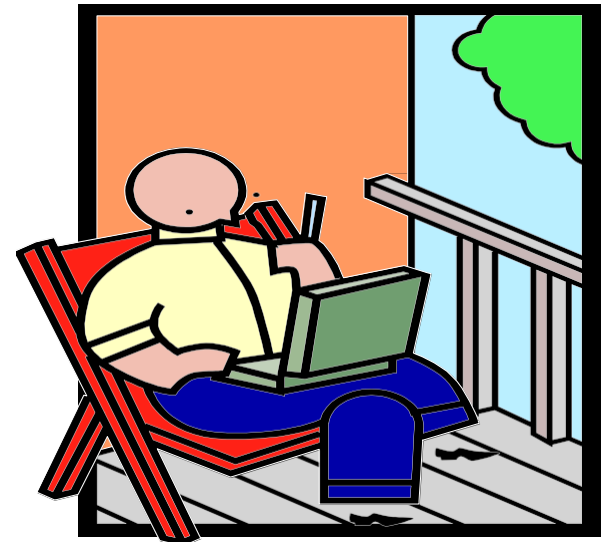


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- **The Wake Forest University Conflicts of Interest Policy requires annual disclosure of actual or potential conflicts of interest by Members of the WFU community.**
- **If not previously reported, Members must also disclose all new actual or potential conflicts of interest within 30 days of awareness.**



- The COI Office will send you an email containing a link that will give you access to the eCOI system.
- 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

Click on the name of your annual disclosure to open it

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

Melvin Fernfeather | My Inbox | Logoff

Reynolda Campus

Home

Page for Melvin Fernfeather

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 Melvin Fernfeather 2014	12/8/2014 11:47 AM	12/8/2014 11:47 AM	Draft	Melvin Fernfeather

1 items

page 1 of 1

10 / page

Click on the annual disclosure certification found in your Inbox

Click the “Edit Disclosures” button to begin



The screenshot shows the Wake Forest eCOI system interface. At the top, the Wake Forest University logo and name are on the left, and the user's name 'Melvin Fernfeather' with links for 'My Inbox' and 'Logoff' are on the right. Below this is a header bar with 'eCOI' and the Conflict of Interest Office contact information. A teal banner for 'Reynolda Campus' is also visible. A navigation bar includes 'Home' and 'COI >'. A blue callout bubble with the text 'Click “Edit Disclosures” to begin the disclosure process' points to a button labeled 'Edit Disclosures' in the 'Actions' section. The main content area shows a disclosure for 'Melvin Fernfeather 2014' with a status of 'Draft', type of 'Annual Disclosure', and ID# 'DC00001683'. The discloser is listed as 'Melvin Fernfeather'.

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Melvin Fernfeather | My Inbox | Logoff

Reynolda Campus

Home

COI >

Click “Edit Disclosures” to begin the disclosure process

Actions

Edit Disclosures

Status: **Draft** Type: Annual Disclosure | ID# DC00001683

Discloser: **Melvin Fernfeather** | Phone:

- Questions on the annual disclosure pertain to relationships and activities from the previous calendar year (January-December)
- All questions marked with a red asterisk require completion
- Be sure to hit the “save” button on the banner if you need to exit the system before completion of the disclosure



Use the “Back” button at the top or bottom of the page to navigate. DO NOT use the “back” button on your browser

Click “Continue” at the top or bottom of the page(s)



The screenshot shows a web form titled "Annual Disclosure for Melvin Fernfeather : Sponsored Research". At the top, there is a header with the Wake Forest University logo and contact information: "610-716-9300 / colioffice@wakehealth.edu". Below the header, there is a navigation bar with buttons: "<< Back", "Save | Exit | Hide/Show Errors | Print...", "Jump To: Reynolda Sponsored Research", and "Continue >>". The main content area contains a question: "■ * Are you engaged in sponsored research at WFU?". Below the question are two radio buttons: "Yes" and "No", and a "Clear" link. At the bottom, there is another navigation bar identical to the one at the top.

Annual Disclosure for Melvin Fernfeather : Sponsored Research

■ * Are you engaged in sponsored research at WFU?

☐ Yes ☐ No [Clear](#)

If you are not engaged in sponsored research, skip to page15

Wake Forest University eCOI Conflict of Interest

Edit: Disclosure Certification - DC00001655

Reynolda Campus

You Are Here: Annual Disclosure Certification...

<< Back Save search Continue >>

Annual Disclosure for Melvin Fernfeather : Sponsored Research

■ * Are you engaged in sponsored research at WFU?

☒ Yes ☐ No [Clear](#)


■ * 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 [Clear](#)

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Reynolda Sponsored Research * Continue >>


Read the questions carefully.
These relationships must be
accurately reported.

If you answered "no" to
the second question, skip
to page 15

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Edit: Disclosure Certification - DC00001683

Reynolda Campus

You Are Here:  Annual Disclosure Ce

<< Back

Continue >>

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

There are no items to display

Disclosure Types

Remove

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Reynolda Disclosure Details *

Continue >>

If you indicated that you have relationship with a sponsor of your research or an entity involved in your research, then the "Entity Details" page will automatically appear so that you can provide details.

Click the "\$ New Entity" button to disclose your relationship(s) with an outside entity

Enter the first three letters of the entity name . A dropdown menu will automatically appear. Choose the correct entity and click “OK.” Do not use the “Select” button.

New Entity Details

Select the outside entity with which you have a relationship:

If outside entity does not appear in list above, please contact coidisclosures@wakehealth.edu

If your entity is not listed, use the email link to request the addition of the entity. Please include entity name and address.

You must select only one entity at a time. After you have answered all questions related to the entity, you will be directed to this page where you can add another entity(ies).

Disclosure for Melvin Fernfeather : Research Entity Information Fuelix, Inc

1. * Did you engage in travel during the previous calendar year (January-December) that was directly paid or reimbursed by this research sponsor?

☐ Yes ☐ No [Clear](#)

2. * What type of interest do you, or a family member, have with the research sponsor?

- ☐ Owner, founder, equity (shares / stocks)
☐ Consulting, advisory boards, or speaking activities
☐ Licensed technology, royalties
☐ Board of directors, company officer, or executive management
☐ Employee
☐ Unrestricted Gifts


The questions on this page relate to an entity with which you have indicated a relationship


- * Please explain the relationships indicated with this entity and clarify if the relationships are for you or a family member.

3. * Do you or your family member own technology and/or did you invent any technology being utilized or evaluated in your research with this entity?


☐ Yes ☒ No [Clear](#)

If yes, please include all relevant information, including the name of the technology and how it is being used.

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Edit: Disclosure Certification - DC00001683
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Annual Disclosure for Melvin Fernfeather : Research Entity Details



Click the button below to choose a relationship to report.

☐ Complete all questions related to this page to choose an additional entity if needed.

 New Entity

If you have another entity, click here

Disclosures:

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

<< Back Continue >>

If you have no more entities to report, click "Continue" at the top or bottom of the page

Non-Research Outside Activities and Relationships

Annual Disclosure for Melvin Fernfeather : Non-Research Outside Activities and Relationships

The following questions relate to the University's Conflict of Interest Policy.

1. *** Do you have a relative who works in your department at Wake Forest University? Based on the [Nepotism Policy](#), a relative is defined as an immediate family member including spouse, child, parent, sibling, same-sex partner, step-parent, grandparent, in-laws of these, niece, nephew, aunt, and uncle.**
☒ Yes ☐ No [Clear](#)
2. *** Do you have, or does a member of your family have, a consulting relationship, executive position, or a Significant Financial Interest in (answer all):**
 - A. **An entity that does, or seeks to do, business with the University and for which business you are in a position or may be perceived to be in a position of influence?**
☐ Yes ☒ No [Clear](#)
 - B. **An entity that markets, produces, or has in pre-market testing a product or service that you in your University work would either evaluate or further develop, or with which the University would compete?**
☐ Yes ☒ No [Clear](#)
 - C. **An entity that supports teaching, and/or research activities (e.g.; by providing grant or gift funds, in-kind gifts, or other means)?**
☐ Yes ☒ No [Clear](#)
3. *** Do you have, or does a member of your Family have, any financial or fiduciary interests, relationships, commitments, or activities that present a potential or apparent Conflict of Interest that should be evaluated within the context of the University Policy on Conflict of Interest?**
☐ Yes ☒ No [Clear](#)
4. *** 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.)?**
☐ Yes ☒ No [Clear](#)
5. *** 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?**
☐ Yes ☒ No [Clear](#)
6. *** Do you devote time to any outside activities which could be a potential Conflict of Interest?**
☐ Yes ☒ No [Clear](#)
7. *** Are there any other potential Conflicts of Interest or relationships?**
☐ Yes ☒ No [Clear](#)


If you answer "Yes" to any of the questions, a text box will appear and you must provide more detail on the outside relationship.



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

If you answered "Yes" to any question on the previous pages, this page will appear.

Edit: Disclosure Certification - DC00001211

*Reynolda Campus***You Are Here:**  Annual Disclosure Certificatio...

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Reynolda Management Plan ▾

Continue >>

Annual Disclosure for Melvin Fernfeather : Management Plan

* Do you have a management plan?


☐ Yes ☐ No [Clear](#)

If you answer "yes" to this question, additional questions will appear, and you will be required to upload a copy of the management plan

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Reynolda Management Plan ▾

Continue >>


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Edit: Disclosure Certification - DC00001683

Reynolda Campus

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Save | Exit | Hide/Show Errors | Print... | Jump To: Reynolda Assurance and Certification *

Finish

Annual Disclosure for Melvin Fernfeather : Assurance and Certification

- I hereby acknowledge that I have read and understand the [University's Conflict of Interest Policy](#)
- I affirm that the information provided is to the best of my knowledge true and complete 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 [Clear](#)

After reading the bullet points above, check the "yes" box to confirm agreement

Click "Finish" at the top or bottom of the page to SUBMIT your annual disclosure

Save | Exit | Hide/Show Errors | Print... | Jump To: Reynolda Assurance and Certification *

Finish

- **All information will be saved and will prepopulate your disclosure next year.**
- **In subsequent years, only changes to existing information and new activities/relationships will need to be reported.**



- COLDisclosures@wakehealth.edu
- **(336)716-9300**

