**COI Work Flow**

**COI States: No Issues**

The diagram below will show the state of your disclosure certification within the COI workflow, if there are no issues with the submission.



* **Draft:** During Draft, the COI Discloser will create and submit any disclosure(s) that may indicate a conflict of interest.
* **Administrative Review:** The COI Administrator completes a thorough review of the disclosure(s), and can either administratively disposition the disclosure(s) or send them for a more in-depth committee review.
* **Scheduled for Meeting:** The COI Administrator has determined that the disclosure(s) should be sent to a committee review, and adds the disclosure(s) to the agenda for a meeting.
* **Review Complete: Preparing Correspondence:** If the committee has determined that no conflict of interest issues were found, they will record the committee’s decision and notify the COI Discloser of their decision.
* **Review Complete:** The committee found no issues with the disclosure(s); no further action needs to be taken.

**COI States: Management or Mitigation Plan Required**

The diagram below will show the state of your disclosure certification within the COI workflow, if it is determined that a management or mitigation plan is required to minimize the risk of conflict of interest.



* **Draft:** During Draft, the COI Discloser will create and submit any disclosure(s) that may indicate a conflict of interest.
* **Administrative Review:** The COI Administrator completes a thorough review of the disclosure(s), and can either administratively disposition the disclosure(s) or send them for a more in-depth committee review.
* **Scheduled for Meeting:** The COI Administrator has determined that the disclosure(s) should be sent to a committee review, and adds the disclosure(s) to the agenda for a meeting.
* **Review Complete: Preparing Correspondence:** If the committee has determined that a management or mitigation plan is necessary, they will record the committee’s decision and notify the COI Discloser of their decision.
* **Discloser Review of Plan:** The COI Discloser will be provided with an opportunity to review the plan and ask for additional clarification, if needed.
* **Under Management/Mitigation Plan:** A COI Monitor will complete a Monitor Report at scheduled intervals to indicate whether or not any risk of non-compliance is being managed. The COI Monitor will also notify the research sponsor of the plan.
* **Review Complete:** The COI Monitor has indicated that the research is compliant; no further action needs to be taken.

**COI States: Changes Required**

The diagram below will show the state of your disclosure certification within the COI workflow, if it is determined that changes to the disclosure(s) are need to secure approval.



* **Draft:** During Draft, the COI Discloser will create and submit any disclosure(s) that may indicate a conflict of interest.
* **Administrative Review:** The COI Administrator completes a thorough review of the disclosure(s), and can either administratively disposition the disclosure(s) or send them for a more in-depth committee review.
* **Scheduled for Meeting:** The COI Administrator has determined that the disclosure(s) should be sent to a committee review, and adds the disclosure(s) to the agenda for a meeting.
* **Review Complete: Preparing Correspondence:** If the committee has determined changes to the disclosure(s) are necessary, they will record the committee’s decision and notify the COI Discloser of their decision.
* **Admin Review Meeting Complete: Response Pending:** The COI Discloser will submit any changes requested, and the disclosure(s) will return to the Administrative Review state. They will be added to the agenda for a committee meeting, and will undergo another review to ensure the appropriate changes have been made.
* **Review Complete:** The committee has verified that the appropriate changes were made; no further action needs to be taken.