

How to review and comment on a disclosure

1. Once a reporter has completed and submitted a KCOI disclosure it is routed to the chair and dean (*aka reviewer*) for review and comment. Reviewers will receive an email from “**Kuali Notifications**” to review a KCOI disclosure (see below).

2. Reviewers click on the link included in the email to view the disclosure

From: Kuali Notifications <no-reply@kuali.co>
Subject: COI Disclosure Assigned for your Review
Date: November 21, 2022 at 12:13:01 AM EST
To:

Hello ,

On Nov 21, 2022, the COI Administrator assigned you to review the COI Annual Disclosure submitted on Nov 21, 2022 by .

Please **review and provide comments** on this disclosure at <https://usmd.kuali.co/coi/review/637b06fc264794968d36e142>. For additional guidance on viewing and reviewing disclosures, see How to review and comment on disclosures (<https://go.umd.edu/qPQ>) or contact coi@umd.edu.

Important NOTE: clicking the "eye icon" allows you to see additional information for an entity.

As a reminder, the disclosure must be reviewed and signed by the Unit Head and Dean of the College/School. If a reporter (discloser) has multiple appointments, the Unit Head of the primary/tenure appointment will coordinate the review of the disclosure with the other units before providing final approval.

The disclosure link is time sensitive. On occasion, the disclosure may not load when you click on the link. If this occurs, please reach out to COI@umd.edu, and we will help you resolve the issue as quickly as possible.

Thank you for your help in reviewing this disclosure. Questions or concerns? Contact coi@umd.edu.

3. This review includes viewing all notations, checkboxes, and entity information (if given) and providing comments, noting acknowledgment and any concerns.

Are there any gifts (current or pending) to support your research through the University or other source? Gifts include funding and/or resources, for example, but not limited to: equipment, materials, software, and other items of value. Please see [COI FAQ](#) regarding how to fill out entity information for gifts.

No + Comment

Do you and/or your family members have an equity interest or have received remuneration in any publicly or non-publicly traded entity?

No + Comment

4. Add comments to sections requiring additional information.

Comments should indicate whether you concur or not with the answer the Reporter provided. Examples of comments:

- I do not believe this constitutes a conflict of interest
- I believe this disclosure requires a management plan
- I do not concur with the provided information because...
- I would like the following question answered.....
- I do not believe this COI can be managed due to...

Denise Clark Aug 9, 2022 2:57 PM

I believe this engagement is fine and no concerns from me

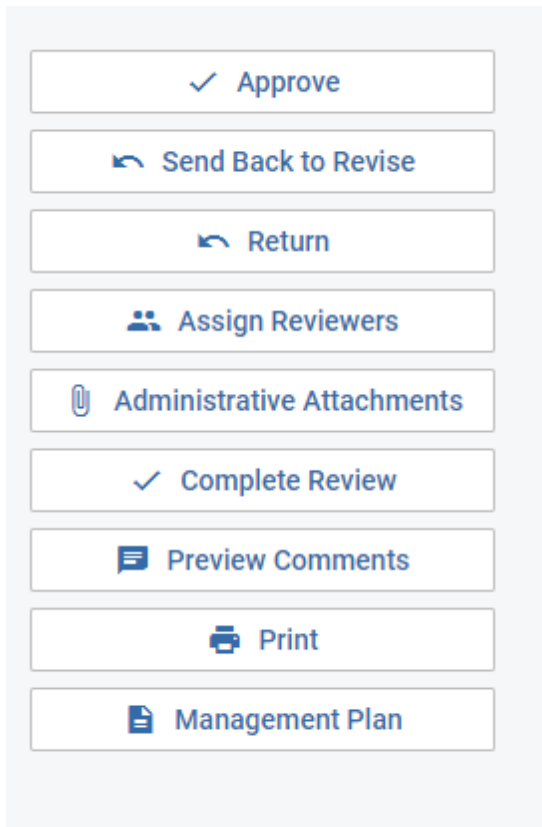
Visible to you and any reviewers

Gregory Ball Sep 15, 2022 4:51 PM

I find this activity acceptable especially with the recent amendments.

Visible to you and any reviewers

5. Once you have completed the review, included comments and are ready to move the disclosure forward please check the **✓ Complete Review Button**



it is the committee that recommends to the Pres but only the Pres can approve a MP?