

## Responding to Additional Information Needed

1. At the top of your browser window, type the URL: <https://wcu.infoedglobal.com> and SELECT **Enter** on your keyboard. **You can also click the link that is provided to you in an *ACTION REQUIRED: Additional Information Needed* email from the Conflict of Interest Office.**
2. At the prompt, **LOG IN** with your WCU ID and password.
3. Below the Home tab, SELECT the **“Assignments”** tab or navigate to the “Assignments” widget and SELECT the Action item for your Self Disclosure.

Assignments Open ▾

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject
<input type="checkbox"/>	Conflict of Interest	Investigator,P-	Investigator, Pete	Self Disclosure	Action Item	Information Needed - COI	ACTION REQUIRED: Additional Information Needed

4. Click the **“Assignment”** tab on the left side of the screen if it is not already selected.

Reviewer Comments Extract Comments View PDF Lock Form  Save Close Western Carolina UNIVERSITY

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ASSIGNMENT Back Next

**Assignment**

The COI Office is reviewing your submission and **additional information is needed from you**. Please follow the instructions below to view the comments in InfoEd and provide your response to the COI Office. Review of your submission cannot proceed until your response is received.

1. Click on the link at the bottom of this email to log into InfoEd with your institutional credentials
2. Click "Comments From COI Office" in the upper right corner of the Assignment page
3. Click "Expand All Comment Points" and review the comments
4. Click "Reply" under the comments
5. Enter your response and then click "Post"
6. Close out of the comments, navigate to the 'Assignment' page and click 'I am Done' to submit your Disclosure.

If you have any questions, the COI Office can be reached at [conflictofinterest@infoed.ued](mailto:conflictofinterest@infoed.ued) (preferred) or by telephone at XXX-XXX-XXXX. For more information, please visit our intranet website at <https://www.wcu.edu>.

Thank you,  
The Conflict of Interest Office

5. Click **"Reviewer Comments"** in the upper left corner of the Assignment page.

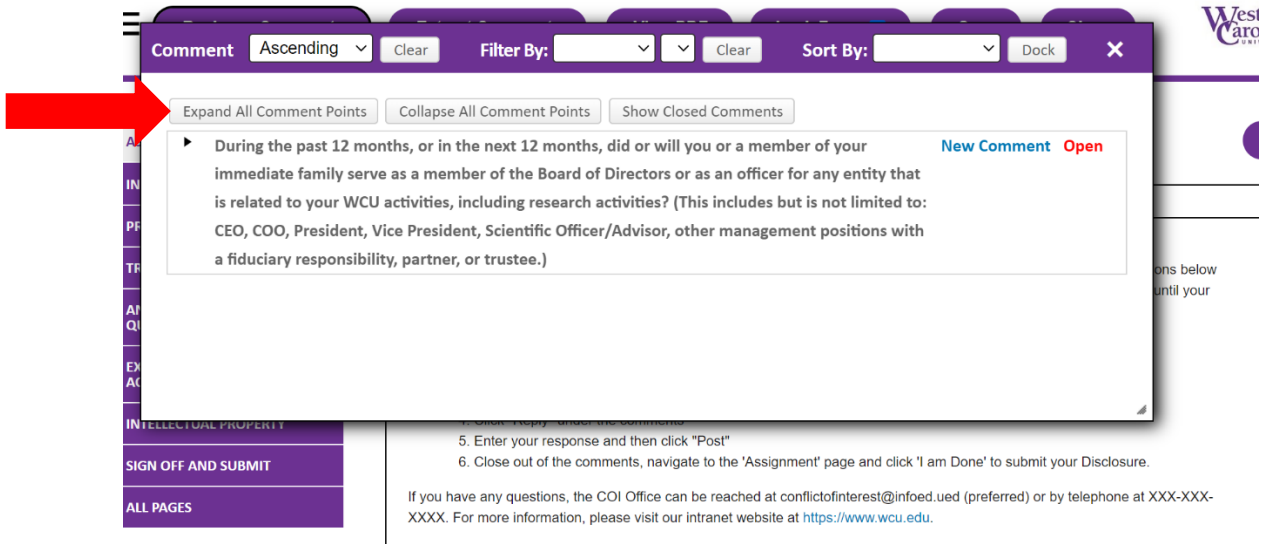
**Reviewer Comments** Extract Comments View PDF Lock Form  Save Close Western Carolina UNIVERSITY

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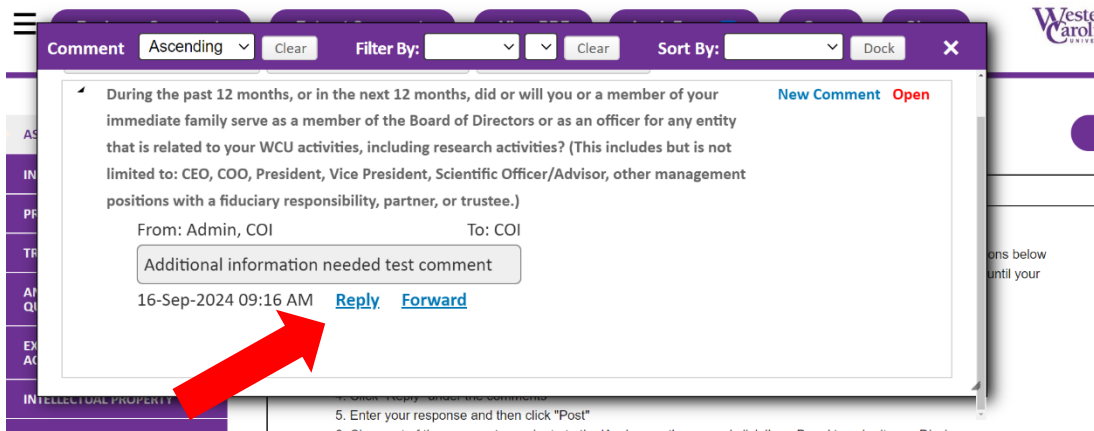
ASSIGNMENT Back Next

INTRODUCTION

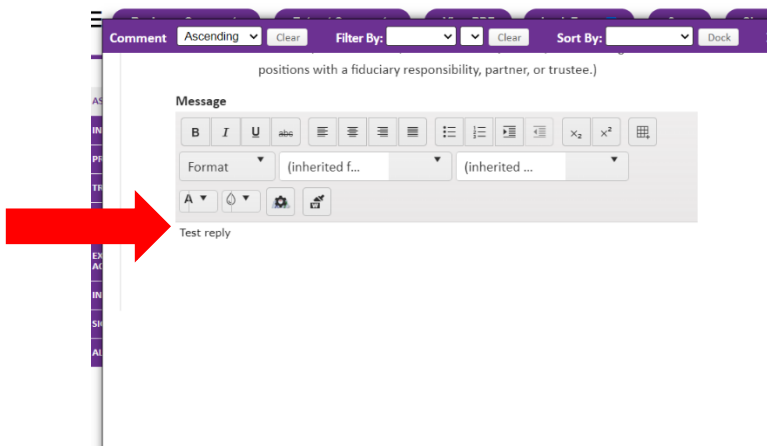
6. Click "Expand All Comment Points" and review the comments.



7. Click "Reply" under the comments.



8. Scroll down and Enter your response and then click "Post."



Comment Ascending Clear Filter By: Clear Sort By: Dock

Expand All Comment Points Collapse All Comment Points Show Closed Comments

During the past 12 months, or in the next 12 months, did or will you or a member of your immediate family serve as a member of the Board of Directors or as an officer for any entity that is related to your WCU activities, including research activities? (This includes but is not limited to: CEO, COO, President, Vice President, Scientific Officer/Advisor, other management positions with a fiduciary responsibility, partner, or trustee.) New Comment Open

From: Admin, COI To: COI

Additional information needed test comment

16-Sep-2024 09:16 AM [Reply](#) [Forward](#) [Add to Response](#)

Post To Admin, COI ; COI



9. Close out of the comments, navigate to the 'Assignment' page and click "I am Done" to submit your Disclosure.

Comment Ascending Clear Filter By: Clear Sort By: Dock X

Expand All Comment Points Collapse All Comment Points Show Closed Comments

During the past 12 months, or in the next 12 months, did or will you or a member of your immediate family serve as a member of the Board of Directors or as an officer for any entity that is related to your WCU activities, including research activities? (This includes but is not limited to: CEO, COO, President, Vice President, Scientific Officer/Advisor, other management positions with a fiduciary responsibility, partner, or trustee.) New Comment Open

From: Admin, COI To: COI

Additional information needed test comment

16-Sep-2024 09:16 AM [Reply](#) [Forward](#)



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Thank you,  
The Conflict of Interest Office

Next Step/Decision: Response Received - COI

Assign to: Admin, COI - Western Carolina

I am done



10. Allow the operation to finish and DO NOT close the window while the system is completing your submission. After the operation is completed, you will be routed back to the InfoEd home screen.

For more information on Conflicts of Interest, please visit the [COI Program website](#).