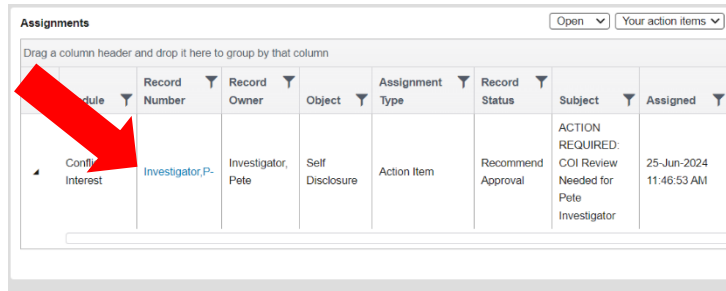


## Supervisor COI Review

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: COI Review Needed for [Employee Name]** 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.



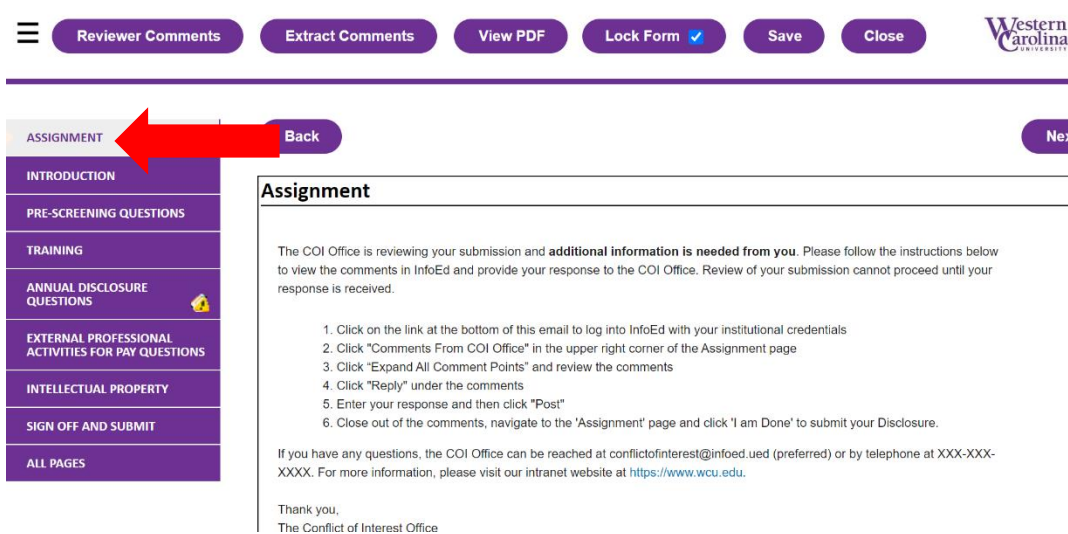
Assignments

Open Your action items

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

Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned
Conflict of Interest	Investigator.P.	Investigator, Pete	Self Disclosure	Action Item	Recommend Approval	ACTION REQUIRED: COI Review Needed for Pete Investigator	25-Jun-2024 11:46:53 AM

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

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ASSIGNMENT Back

INTRODUCTION PRE-SCREENING QUESTIONS TRAINING ANNUAL DISCLOSURE QUESTIONS EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY QUESTIONS INTELLECTUAL PROPERTY SIGN OFF AND SUBMIT ALL PAGES

### 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. To review any comments related to this disclosure, Click **“Reviewer Comments”** in the upper left corner of the Assignment page.



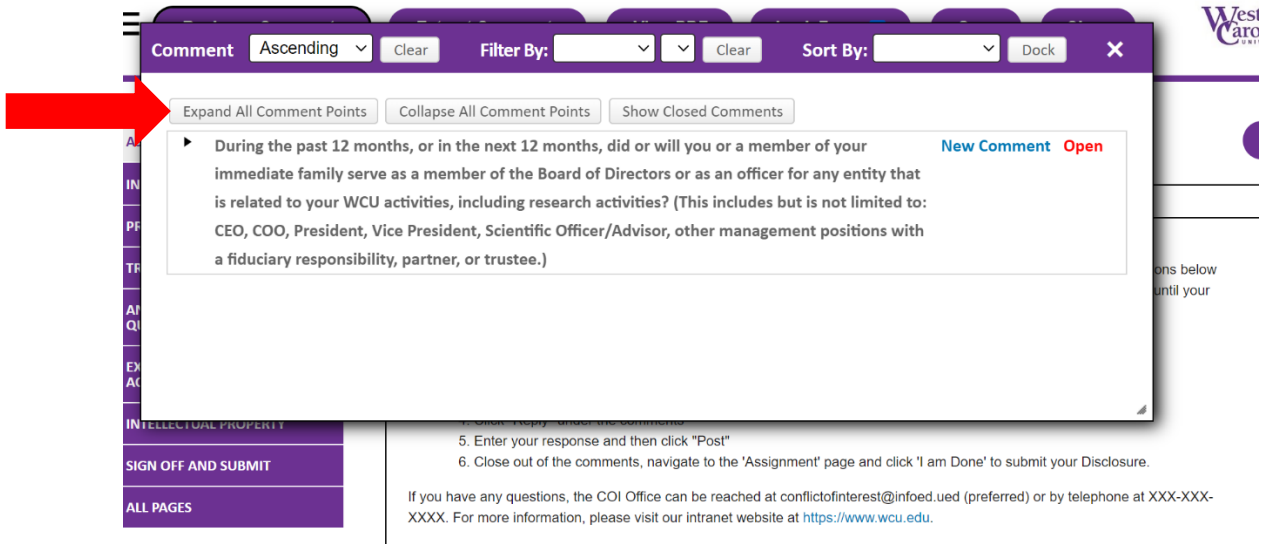
Reviewer Comments Extract Comments View PDF Lock Form Save Close

Western Carolina University

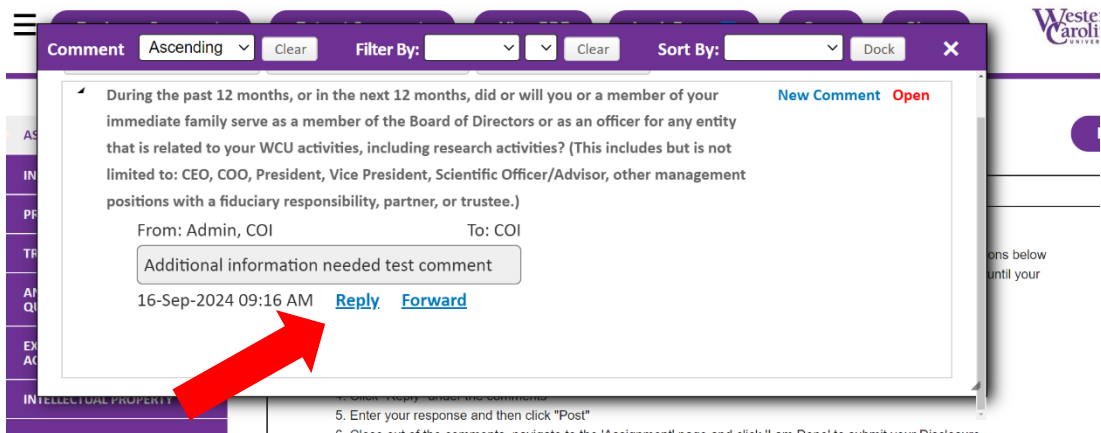
ASSIGNMENT Back

INTRODUCTION

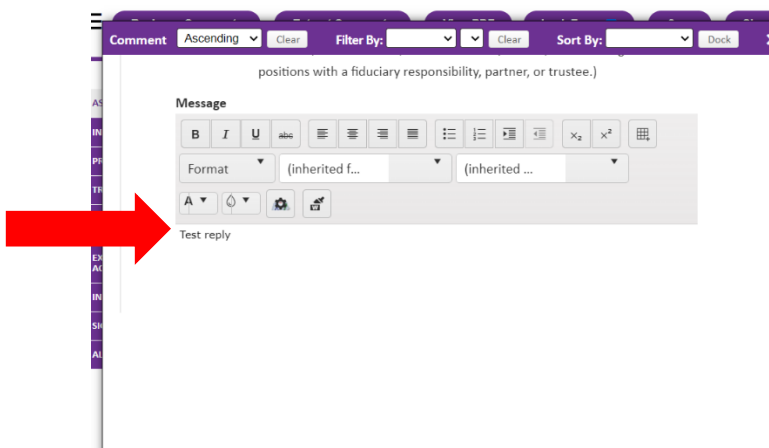
- Click **"Expand All Comment Points"** and review the comments.



- If you have additional information to add, Click **"Reply"** under the comments.



- 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. If you would like to add a comment, click "New Comment" in the top right corner of the comments section.

Comment Ascending Clear Filter By: Clear Sort By: Dock

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](#)



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

Comment Ascending Clear Filter By: Clear Sort By: Dock

positions with a fiduciary responsibility, partner, or trustee.)

Message

B I U abc [Text Alignment Icons] [List Icons] [Table Icons]

Format (inherited f...) (inherited ...)

A [Color Picker] [Background Color] [Link Icon]

Test reply



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

11. Close out of the comments, navigate to the 'Assignment' page and select the Next Step/Decision from the drop down and Click "I am Done" to submit your Approval/Committee Review Needed decision.

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](#)

**SCREENING QUESTIONS**

ENTITIES

TRAVEL

INTELLECTUAL PROPERTY

SIGN OFF AND SUBMIT

ALL PAGES

The COI Office is recommending Approval for Pete Investigator and is awaiting your final decision.

Select from the dropdown and 'I Am Done' to complete your review

Next Step/Decision:

Assign to:

I am done

Back

Select Step  
Select Step  
Approved  
Committee Review Needed

12. 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](#).