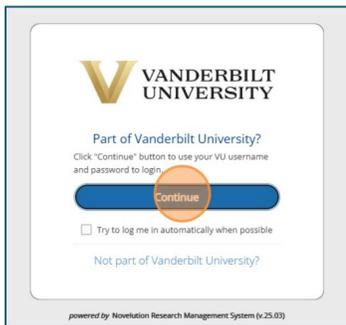




How To Review a COI Disclosure in Novelution

Open the link from your email notification to open the task directly. Click the blue Continue button, then log in through Single Sign On (SSO) and DUO.

(If you don't have the task-specific link, navigate to the [main task page](#) and click on the review task.)



You'll see the disclosure form you need to review. Panels with negative ("no") responses will be minimized.



Scroll through the form to review.

Click the blue View button to view details of disclosed interests and relationships.

^ Outside Activity

Do you or a Family Member have a Business Relationship with an Outside Entity that:

Sponsors or is involved in research activities at Vanderbilt?*

Yes

Has a contractual relationship with Vanderbilt or provides goods or services to Vanderbilt?*

No

Receives referrals from Vanderbilt?*

No

collapse rows | expand rows

Date Added	Outside Entity	Interest/Relationship	Who	Status	Action
03/10/2025	Aerospace Corporation	Part-Time Employment	Self	Ongoing	View

^ Equity Interest

^ Intellectual Property Interest

In the Review Panel, make your determinations of whether a management plan is required for each conflict.

The screenshot shows the 'Review Panel' section of a software interface. It contains instructions for reviewing potential conflicts and a table with columns for 'Potential Conflict', 'Determination', and 'Action'. A dropdown menu is open over the 'Determination' column, listing options: 'Pending Review', 'Does Not Require Management Plan', 'Requires Management Plan', and 'Conflict Unmanageable - Must Be Eliminated'. An orange circle highlights the 'Pending Review' option in the dropdown.

Attestation

Review Panel

For each potential conflict below, choose the appropriate determination.

If a management plan is required, select from the available templates or create a plan.

If no management plan is required, or if the conflict must be eliminated, provide the explanation.

After completing your determinations, scroll to the **Complete Review** panel.

collapse rows | expand rows

Potential Conflict	Determination	Action
Aerospace Corporation (Part-Time Employment)	Pending Review	
Emma Employee - 45000 - General Counsel: Office of the Vice Chancellor - Analyst (Family Member Who Works at Vanderbilt)		

Complete Review

After making all determinations in the Review Panel, select **Forward to COI Office for Final Review** as the Review Status.

If the disclosure is incomplete or incorrect, you may return it to the discloser by selecting **Return to Discloser - Modifications Required**.

If you select Requires a Management Plan, select the management plan template in the resulting module or create your own plan. Click Save.

The screenshot shows the 'Management Plan' selection interface. It displays the 'Potential Conflict' as 'Aerospace Corporation (Part-Time Employment)' and the 'Determination' as 'Requires Management Plan'. A dropdown menu for 'Management Plan Template*' is open, showing a list of templates. An orange circle highlights the 'Adjunct Faculty Holds Primary Position Outside VU' template. Below the dropdown is a 'Determination Notes' text area and 'Cancel' and 'Save' buttons.

Potential Conflict: Aerospace Corporation (Part-Time Employment)

Determination: Requires Management Plan

Management Plan Template*: Select one

Management Plan*

- Adjunct Faculty Holds Primary Position Outside VU
- Consulting
- Employee Holds a Second Position at VU
- Employee or Family Member Who Owns Business
- Employee Who Develops Technology Outside Normal Job Duties
- Employee Who has a Family Member Who Does Business with Vanderbilt (When Employee Has Purchasing or Contracting Power) related to outside activities.

Determination Notes

Cancel Save

If you select Does Not Require Management Plan, provide an explanation in the resulting module. Click Save.

Potential Conflict

Potential Conflict	Emma Employee - 45000 - General Counsel: Office of the Vice Chancellor - Analyst (Family Member Who Works at Vanderbilt)
Determination	Does Not Require Management Plan
Determination Notes*	<input type="text"/>

When you have made determinations for each potential conflict in the Review Panel, scroll to the **Complete Review panel**.

If disclosure is incomplete or inaccurate, choose **Return to Discloser – Modifications Required** and provide an explanation. They will receive a notification to resubmit and see your note at the top of their disclosure.

Complete Review

After making all determinations in the Review Panel, select **Forward to COI Office for Final Review** as the Review Status.

If the disclosure is incomplete or incorrect, you may return it to the discloser by selecting **Return to Discloser – Modifications Required**.

After making your selection, click **Submit** to complete the review process.

Please review the above Disclosure

Review Status*

Details*

If your review is complete, choose **Forward to COI Office for Final Review**.

Complete Review

After making all determinations in the Review Panel, select **Forward to COI Office for Final Review** as the Review Status.

If the disclosure is incomplete or incorrect, you may return it to the discloser by selecting **Return to Discloser – Modifications Required**.

After making your selection, click **Submit** to complete the review process.

Please review the above Disclosure

Review Status*

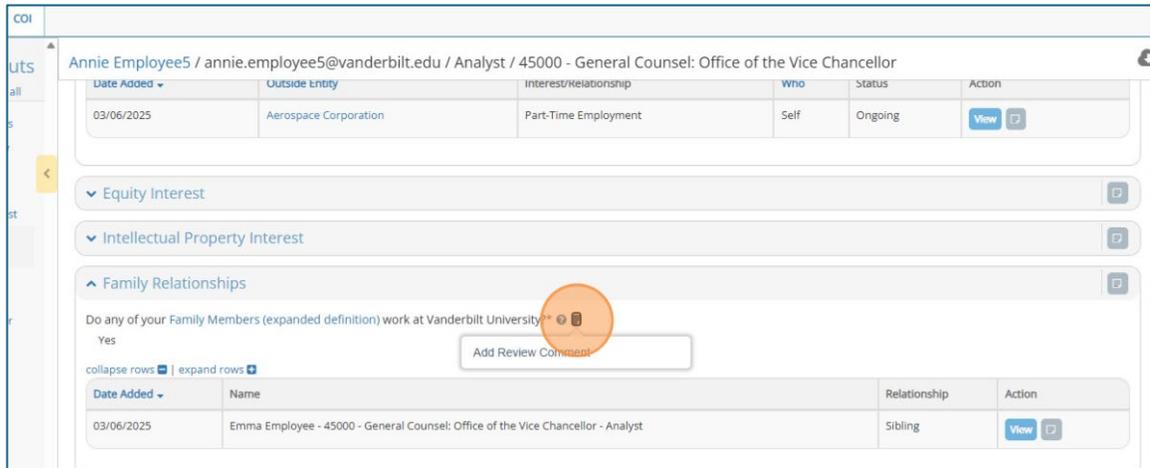
Initials

Your review is complete! If the COI Office publishes a management plan in their final review, you will receive a separate task to sign that plan before it is routed to the discloser for signature.

OPTIONAL – Review Notes

As part of your review, you may utilize the Review Notes functionality to communicate with the discloser or with the COI office from right within the system.

To add a review note, click the grey note icon next to the question prompting the note:

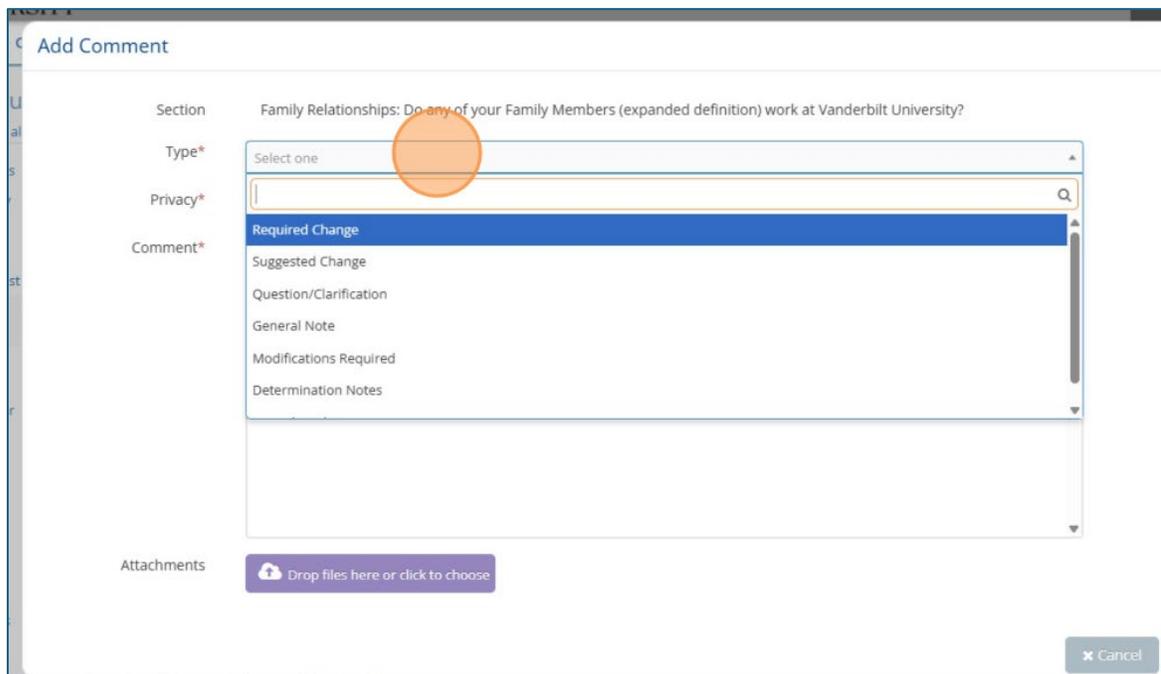


The screenshot shows the COI system interface for Annie Employee5. It displays a table of disclosures with columns for Date Added, Outside Entity, Interest/Relationship, Who, Status, and Action. Below the table are sections for Equity Interest, Intellectual Property Interest, and Family Relationships. The Family Relationships section contains the question "Do any of your Family Members (expanded definition) work at Vanderbilt University?" with a "Yes" response and an "Add Review Comment" button highlighted with an orange circle.

Date Added	Outside Entity	Interest/Relationship	Who	Status	Action
03/06/2025	Aerospace Corporation	Part-Time Employment	Self	Ongoing	View

Date Added	Name	Relationship	Action
03/06/2025	Emma Employee - 45000 - General Counsel: Office of the Vice Chancellor - Analyst	Sibling	View

Select the Type of note – are you requiring or suggesting a change from the discloser, adding determination notes for the COI Office, etc.? (This is to add additional context for others who are reading your note.)



The screenshot shows the "Add Comment" dialog box. The "Section" field is "Family Relationships: Do any of your Family Members (expanded definition) work at Vanderbilt University?". The "Type*" dropdown menu is open, showing options: Required Change, Suggested Change, Question/Clarification, General Note, Modifications Required, and Determination Notes. The "Required Change" option is selected and highlighted with an orange circle. There is also a "Privacy*" field and an "Attachments" section with a "Drop files here or click to choose" button.

Select the Privacy setting – this will determine who can see your note:

- Internal – reviewers only (you and COI Office)
- Visible to discloser – reviewers and discloser
- Anonymous – reviewers and discloser, but the note will not be attributed to you

Add Comment

Section: Family Relationships: Do any of your Family Members (expanded definition) work at Vanderbilt University?

Type*: Required Change

Privacy*: Internal

Comment*: [Text Area]

Attachments: Drop files here or click to choose

Buttons: Cancel, Save

Add your note in the Comments section and click **Save**.

The discloser will see all your comments at the top of their form (unless Internal), with a link to the question to which you added them:

Panel shortcuts: collapse all | expand all

- Review Comments
- Initial Questions
- Outside Activity
- Equity Interest
- Intellectual Property Interest
- Family Relationships
- Gifts
- Healthcare Industry Vendor Payments
- Outside Jobs
- Conflict of Commitment
- Business COI
- University Resources
- Final Questions
- Attestation
- Workflow and Requirements

Annie Employee5 / annie.employee5@vanderbilt.edu / Analyst / 45000 - General Counsel: Office of the Vice Chancellor

Unless otherwise specified in this form, Vanderbilt refers only to Vanderbilt University, not to Vanderbilt University Medical Center (VUMC).

For training and additional information on the Conflict of Interest Disclosure process, please visit the [Office of Conflict of Interest and Commitment Management website](#).

To save your progress and complete the form later, please click Save at the bottom of the screen.

collapse all | expand all

Review Comments

Filter by section: Select one

Filter by status: All

#	Revision	User	Date	Section/Field	Status	Type	Privacy	Comment preview	Action
1	#6.2	Steve Supervisor	03/11/2025 4:31 PM	General	Open	Determination Notes	Visible to discloser	Returning this for modifications on the Family Members question - thank you	[Reply]
2	#6.1	Anonymous	03/11/2025 4:30 PM	Family Relationships: Do any of your Family Members (expanded definition) work at Vanderbilt University?	Open	General Note	Anonymous	Anonymous note - Please correct this record - incomplete responses	[Reply]
3	#6.1	Steve Supervisor	03/11/2025 4:30 PM	Family Relationships: Do any of your Family Members (expanded definition) work at Vanderbilt University?	Open	Suggested Change	Visible to discloser	Visible to discloser note - Please correct this record - incomplete responses	[Reply]

Under the Actions column, the discloser may reply to the review comment.

You as the reviewer, as well as the COI Office, can resolve the comments if they are fully addressed.

collapse rows | expand rows

#	Revision	User	Date	Section/Field	Status	Type	Privacy	Comment preview	Action
1	#6.2	Steve Supervisor	03/11/2025 4:31 PM	General	<div style="border: 1px solid #ccc; padding: 2px;"> Open Open Resolved Review Comment Addressed Compiled/Addressed Elsewhere </div>	Determination Notes	Visible to discloser	Returning this for modifications on the Family Members question - thank you	  
2	#6.1	Steve Supervisor	03/11/2025 4:30 PM	Family Relationships: Do any of your Family Members (expanded definition) work at Vanderbilt University?		General Note	Anonymous	Anonymous note - Please correct this record - incomplete responses	  

You may also add review comments directly in the Review Comments panel as part of your review.

This functionality helps eliminate back-and-forth emailing about COI disclosures and keeps the conversation within the system workflow.