

Submitting an Annual Disclosure

University of Central Florida's Conflict of Interest & Commitment System

This Training Session will cover:

- ❖ **Submitting an Annual Disclosure**
 - Accessing and Completing the form
 - Entity Lookup requirement and Copy Forward feature
 - Completing the form with an Annual Update
 - Saving or submitting the form
 - Final response status

Training Sessions available separately:

- ❖ **Introduction**
- ❖ **Guidance for Responding/Reviewing Disclosure Questions**
- ❖ **Editing an Annual Disclosure or Amendment**
- ❖ **Reviewing a Disclosure**
- ❖ **Submitting an Amendment**
- ❖ **Definitions**

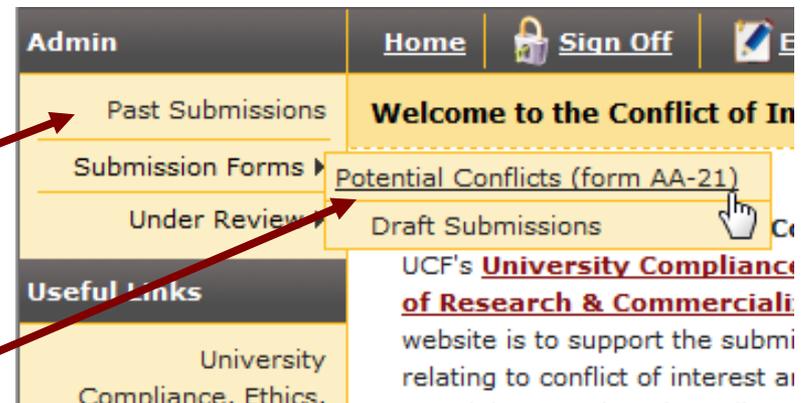
❖ Access the form – 3 ways:

1. At the start of the reporting period, an email is sent to all employees owing a disclosure with a direct link in the email.
2. Direct link to the form is also provided, along with policy references and directions on the University Compliance, Ethics, and Risk Office website (<http://compliance.ucf.edu/conflict-of-interest>).
3. You may also directly access the COI System and Sign On. The COI System is located at <https://argis.research.ucf.edu/coi>

Once signed on, the left menu will adjust.

Access to past submissions on file since the electronic COI system was implemented in 2009 are available.

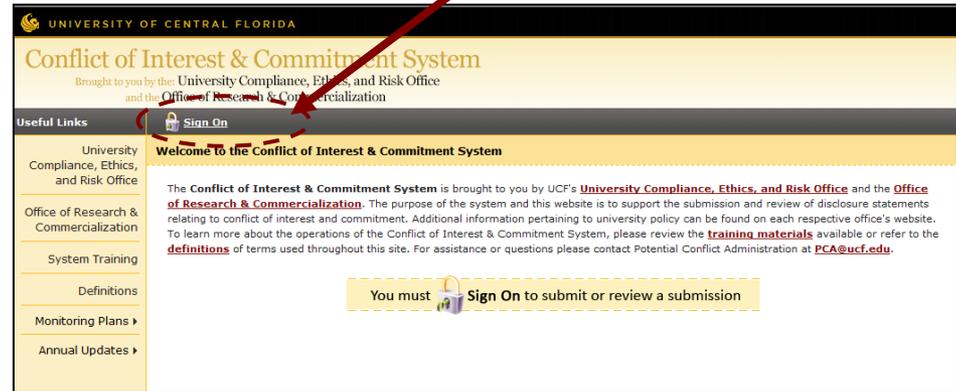
To complete your annual disclosure, access the form located under **Submission Forms/ Potential Conflicts (form AA-21)**



❖ Sign On

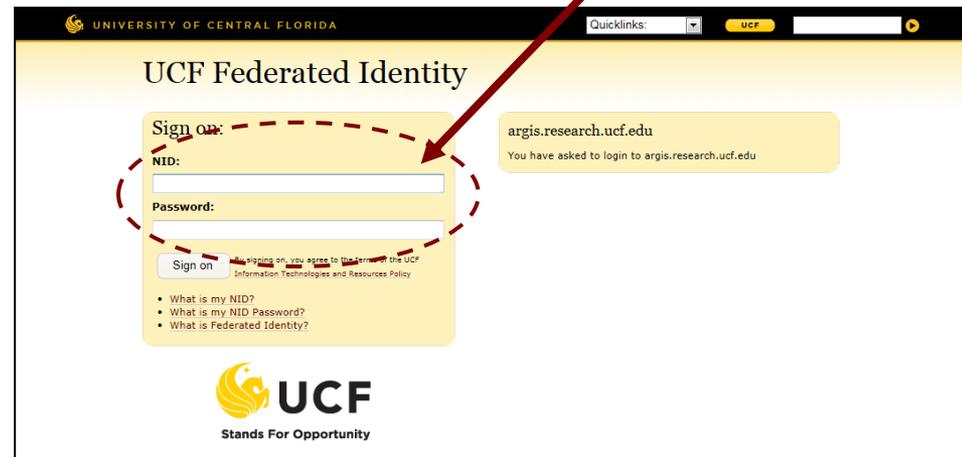
- All employees have an account.
- Use your UCF credentials when prompted to Sign On.
- Email PCA@ucf.edu if you have questions or problems signing on.

Sign On



<https://argis.research.ucf.edu/coi>

Enter your UCF Credentials



UNIVERSITY OF CENTRAL FLORIDA
Conflict of Interest & Commitment System
 Brought to you by the University Compliance, Ethics, and Risk Office
 and the Office of Research & Commercialization

Admin | Home | Sign Off | Edit My Profile

Past Submissions | Submission Forms | Under Review

Need help? Review the [training materials](#) available or contact Potential Conflicts Administration at PCA@ucf.edu.

UNIVERSITY OF CENTRAL FLORIDA
POTENTIAL OUTSIDE ACTIVITY, EMPLOYMENT, AND CONFLICT OF INTEREST AND COMMITMENT DISCLOSURE (AA-21)
 Reporting Period: 08/08/2014 - 08/07/2015

Purpose:
 The purpose of this disclosure is to ensure that all faculty, executive service, post-doctoral employees, and select individuals identified in university positions of trust, or other employee types engaged in the design, conduct, and reporting of research at UCF have no unresolved conflicts between their primary university commitments and their outside activities, interests, and commitments. This disclosure conforms with Florida Statutes; policies of the Board of Governors (BOG) and the University of Central Florida (UCF); provisions of the Board of Trustees-United Faculty of Florida Collective Bargaining Agreement; and current federal guidelines. This disclosure establishes specific facts to help your supervisor and other appropriate university officials determine whether a potential conflict exists so they can manage or eliminate the conflict when possible. If a conflict is identified by your supervisor or other appropriate university officials, you will be notified and the conflict must be resolved.

Procedure:
 This form must be completed at least annually, regardless of whether or not there are any outside activities, interests, or commitments to report. Failure to disclose the required information in a timely fashion is insubordinate and subject to disciplinary action up to termination of your employment with the university. An amended disclosure form must be submitted at any subsequent point during the reporting period that it becomes necessary to disclose any new or anticipated outside activities, interests, or commitment expected to occur during that reporting period. Timely and complete disclosure of outside activities and potential conflicts of interest and commitment protects you from suspicion and accusations of noncompliance. Information on policies, regulations, and requirements, as well as directions for completing the potential conflicts of interest & commitment form and the review process, is available on the University Compliance, Ethics, and Risk website. A list of definitions for some of the terms referenced below is available by selecting the linked words. For assistance you may also contact the Potential Conflicts Administration email, PCA@ucf.edu.

NOTE: All questions in this disclosure form refer to activities planned during this reporting period, August 8, 2014 through August 7, 2015. An amended disclosure form must be submitted at any subsequent point during the reporting period to disclose new or anticipated outside activities, interests, or commitments expected to occur during that reporting period. All outside activities must be submitted for review and approval in advance of engaging in the outside activity. For each question answered "Yes", all sub-questions that appear are required and must be answered. Upon answering all sub-questions, use the "Add/Save Response" button to submit your answers to the question. Multiple responses may be submitted to each question.

Sponsored and Non-Sponsored Research
 The university promotes objectivity in research by establishing policies and procedures that provide a reasonable expectation that the design, conduct, and reporting of research will be free from bias resulting from an investigator financial conflict of interest. Questions 1, 2 & 3 apply to an investigator planning to participate (proposal application) in or is engaged in the design, conduct, and/or reporting of the research.

Do you plan to engage in sponsored or non-sponsored programs or research through UCF during this reporting period?
 Yes (Answer questions 1-3)
 No Skip to question 4

1. Will you or your immediate family be compensated by, or have an ownership or equity interest in, an entity that is related to your reporting UCF (institutional responsibilities), that when aggregated, equals or exceeds \$5,000? [See reporting exclusions] (New employees should report compensation and/or equity interests received in the last 12 months and during the current reporting period.)
 Response: Yes No

2. Will you be reimbursed, either directly or on your behalf, by a non-UCF entity to travel for an outside activity that relates to your responsibilities UCF (institutional responsibilities), that when aggregated per entity, equals or exceeds \$5,000? [See reporting exclusions] (New employees should report the value of travel (paid directly to you or on your behalf) in the last 12 months and during the current reporting period.)
 Response: Yes No

❖ Access to the training modules is available when viewing the form. A link is available at the top of the page.

❖ All underlined words throughout the form will provide a definition of the term in a pop-up window.

❖ To learn more about why a question is asked and other helpful information, select the icon to the right of each question.

Completing the Potential Conflict of Interest & Commitment Form

❖ Completing the 12 Question form

- If you are not involved with any of the activities, answer ‘**No**’ to each question and press **Submit** at the bottom.
- If a question applies, answer ‘**Yes**’, then proceed in completing the sub-questions. **Responses to all questions are required.**

See slides 8-11 for instructions on copying forward previously reported activities.

- Each question supports *multiple responses*. Complete the sub-questions, then press the “**Add/Save Response**” button*.

You must press this button even if you only have 1 response.

- To enter another response press **Add Another Response** after submitting the first response

Questions 1-3, 7-10 and 12 require an Entity to be selected.

- Use the **Entity Lookup** link to open the selection window.
- Use the rolodex to locate an existing entity and select that entity's link.
- If Entity is not found, use the **“Not in the list?”** link and complete the **Add New Agency** form.
 - Use proper names (i.e., “various” and “unknown” are not acceptable names)
- To add a foreign Entity:
 - Under **Category**, use dropdown menu and select “Foreign”
 - For **State**, use dropdown menu and select “--” (first option)

Entity Name: Entity Lookup

The screenshot displays the 'Conflict of Interest: Select an Agency' interface. At the top, there is a search bar with a 'Go' button and a 'Not in the list?' link. Below the search bar is a rolodex with tabs for each letter of the alphabet and '0-9'. The 'A' tab is selected, showing a list of agencies starting with 'A'. A red arrow points from the 'Entity Lookup' text above to the search bar. Another red arrow points from the 'Not in the list?' link to the 'Add New Agency' form. A third red arrow points from the 'Add New Agency' form back to the 'Entity Lookup' text. A fourth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A fifth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A sixth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A seventh red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A eighth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A ninth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A tenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A eleventh red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twelfth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirteenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A fourteenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A fifteenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A sixteenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A seventeenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. An eighteenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A nineteenth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twentieth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-first red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-second red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-third red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-fourth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-fifth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-sixth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-seventh red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-eighth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A twenty-ninth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirtieth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-first red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-second red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-third red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-fourth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-fifth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-sixth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-seventh red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-eighth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A thirty-ninth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A fortieth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-first red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-second red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-third red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-fourth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-fifth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-sixth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-seventh red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-eighth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A forty-ninth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text. A fiftieth red arrow points from the 'Add New Agency' form to the 'Entity Lookup' text.

The entity will then appear on the disclosure form after **Entity Name** and will be available in the rolodex going forward.

Entity Name: A Positive Body Image, LLC Entity Lookup

Copy Forward Previous Responses from Last Reporting Period

Admin | Home | Sign Off | Edit My Profile

Past Submissions | Conflict of Interest Form

Submission Forms | Under Review | Reports | Configuration

Useful Links | University Compliance, Ethics, and Risk Office | Office of Research & Commercialization | System Training | Definitions | Monitoring Plans | Annual Updates

Select the activities still occurring since the previous reporting period.

UNIVERSITY OF CENTRAL FLORIDA
DISCLOSURE OF OUTSIDE ACTIVITY AND
POTENTIAL CONFLICT OF INTEREST AND COMMITMENT

Copy Forward

The information presented below reflects responses you provided in the previous reporting period. To help reduce your data entry efforts, if any of these activities are still occurring, you have the option to copy the response forward to your new disclosure. Review the list of responses and check the box next to those you wish to copy forward and press Submit at the bottom of the page. Due to changes in the disclosure form between reporting periods, not all answers previously submitted may be eligible to be copied into the current reporting period. Those answers indicated with a **X** next to them will NOT be copied forward. This indication is simply to help you understand and identify why your full response may not be presented on the next page. Regardless of whether all answers can or can't be copied forward, for each response entry copied forward, you will be prompted to update it on the following page to ensure the correct dates are reflected as well as any new questions possibly added this year have been addressed. This will also be your opportunity to modify anything else about the copied forward response you'd like to make.

Past Activity(ies) With an Active Monitoring Plan on File

According to our records, a monitoring plan is on file for a past disclosure you made. Please review the question(s) and response(s) provided below and indicate if the activity is continuing into the reporting period you are now submitting for (08/08/2014 - 08/07/2015). If the activity is continuing, please indicate "Yes". Your response will be copied forward into the current reporting period's disclosure, and you will be prompted to provide your regular annual disclosure. If the activity has ended, please indicate "No". Your response will be copied forward and you will be prompted to indicate when the activity ended. This will allow us to update our records to show the activity no longer requires monitoring.

Sponsored and Non-Sponsored Research

The university promotes objectivity in research by establishing policies and procedures that provide a reasonable expectation that the design, conduct, and reporting of research will be free from bias resulting from an investigator financial conflict of interest. Questions 1, 2 & 3 apply to an investigator planning to participate (preproposal application) in or is engaged in the design, conduct and/or reporting of the research.

1. During the reporting period do you and/or your immediate family, have a financial interest related to your institutional responsibilities, in a publically or non-publically traded entity in the form of remuneration and/or equity interest, that when aggregated, equals or exceeds \$5,000? [See reporting exclusions] (New employees should report remuneration and/or equity interests received in the last 12 months and during the current reporting period.)

Entity Name:	111 Foreign Company	Copy forward?	<input type="checkbox"/>
X Party:	President, CEO, CFO, Board Member, Dir/Chief Research Officer, Scientific Advisory Board Member, Manager/Officer/Partner, Other		
X Position Type:	President, CEO, CFO, Board Member, Dir/Chief Research Officer, Scientific Advisory Board Member, Manager/Officer/Partner, Other		
X Type of Remuneration and/or Equity:	Salary, Consulting fees, Honoraria, Paid authorship, Stock, Stock Options, Other ownership interest		
X Time Commitment:	4 Hours Per week from 08/08/2013 - 08/07/2014		
X Indicate the time(s) of the day, week, or month when this activity occurs and how the described activity interacts with your assigned duties:	Q1-r1-1		
X Please indicate:	Research sponsor, License agreement		
X Research sponsor and/or license agreement?:	Yes		
X Covered clinical study?:	Yes		
X Exceed \$25,000?:	Yes		
X Describe in detail your role and responsibilities with the entity:	Q1-r1-2		

Entity Name:	21st Century Systems, Inc.	Copy forward?	<input type="checkbox"/>
X Party:	Immediate Family Member		
X Family Relationship:	Q1-r2-1		

- ❖ If this is not your first time completing the electronic disclosure form, your previous responses (not under monitoring plans) will be presented to you with the option to **"Copy forward"**. **NOTE: See slide 11 for activities associated with a previously approved monitoring plan.**
- ❖ Check the copy forward box next to each activity you are still engaged in.
- ❖ Do not check the copy forward box for an activity you are no longer engaged in.
- ❖ Press Submit at the bottom of the form and proceed to review/edit the content that was copied forward.
- ❖ Due to changes between reporting periods, some fields may be unavailable to copy forward. These fields are indicated by **X**.

Copy Forward Previous Responses from Last Reporting Period

5. Do you intend to use UCF resources (e.g., equipment, facilities, supplies) or services (including information technology resources) in carrying out any outside activity? i

Response: Yes No

Add Another Response

Responses:

Department/Unit:	College of Optics and Photonics	
Documentation or Approved Agreements (if any):	Supporting Documentation (Original Filename: 6.pdf) Filesize: 9 KB Uploaded: 08/11/2014	Update response or delete if accidentally copied. e -
Type of resource or service:	Q5-r1-1	
Location of resource:	Q5-r1-2	
Describe anticipated use:	Q5-r1-3	
Time Commitment:	22 Hours Per Month from 08/08/2014 - 08/07/2015	
Is usage related to an outside activity with a non-UCF entity?:	Yes	
Is there a lease agreement in place with UCF?:	Yes	
Entity Name:	A Foriegn Agency	

- ❖ For each response selected to Copy Forward, the following page will indicate that response with a Copied Response icon next to it: 
- ❖ Use the 'e' icon (e) to edit the response and complete any new sub-questions that may have been added in the current reporting period.
- ❖ Use the '-' icon (-) to delete the response if you accidentally copied it forward.

Continuing/Discontinuing an Activity with an Approved Monitoring Plan

Previously approved activity(ies) with a Monitoring Plan

- You will be prompted to indicate if a previously reported activity is continuing into the current reporting period. The approved monitoring plan is available for review.
- Indicate “Yes” if the activity is continuing.

Responses will be copied forward exactly as previously entered and approved. The original descriptions are not editable. Updates are reported through the Revision/Annual Update form. See slide 12.

- Indicate “No” if the activity has ended.
- Indicate “No” if the activity is still occurring but no longer requires an Exemption or Monitoring Plan due to significant changes (i.e. no longer engaged in funding or licensing activities with the outside entity).

The activity can be added back to the form under a new question or as a new activity in the same question if it is still occurring in the new capacity.

- Click “Submit” at the bottom of the page.

The screenshot shows the 'Conflict of Interest Form' interface. At the top, there are navigation links: Admin, Home, Sign Off, and Edit My Profile. Below this is a sidebar with 'Past Submissions' (Submission Forms, Under Review, Reports, Configuration) and 'Useful Links' (University Compliance, Office of Research & Commercialization, System Training, Definitions, Monitoring Plans, Annual Updates). The main content area is titled 'Conflict of Interest Form' and includes a 'Copy Forward' section and a 'Past Activity(ies) With an Active Monitoring Plan on File' section. The 'Past Activity' section contains two entries, each with a '7. During the current reporting period do you intend to engage in any teaching activity external to UCF (e.g., courses, workshops, lectures, training)? Consulting activity should be reported in Q 10.' question. Each entry has a 'Monitoring Plan' file attached. Red arrows point from the text instructions to the 'Is this activity continuing?' checkboxes and the 'Submit' button.

Entity Name	Course/Activity Name	Instructional Method	Description	Time Commitment	Indicate the total amount of time committed to this activity	Is this activity continuing?
American University	Computer Communication Networks	Face-to-face	Network models. Media access protocols. Data link control. Routing and flow control. Internetworking. Current architectures and protocols: OSI, ethernet, token, ring, FDDI, HSLC, X.25, etc.	3 Hours Per Week from 05/09/2010 - 08/05/2011	1 1/2 hours lecture, twice per week.	<input checked="" type="radio"/> Yes <input type="radio"/> No
American University	Computer Architecture	Face-to-face	Computer systems performance and evaluation, processor datapath and control, microprogrammed architectures, instruction and arithmetic pipelines, cache and virtual memory, and RISCvs. CISC.	3 Hours Per Week from 05/09/2011 - 08/05/2011	1 1/2 hour lecture, twice per week.	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submit

Continuing/Discontinuing an Activity with an Approved Monitoring Plan

After indicating Yes or No to the question about continuing an activity under a monitoring plan and selecting the “Submit” button, your responses will be carried forward into the annual disclosure form and a prompt to upload a file or provide an end date will be presented.

R-1

Responses:

Entity Name: American University

Course/Activity Name: Computer Communication Networks

Instructional Method: Face-to-face

Instructional Method: Web-based

Description: Network models. Media access protocols. Data link control. Routing and flow control. Internetworking. Current architectures and protocols: OSI, ethernet, token, ring, FDDI, HSLC, X.25, etc.

Time Commitment: 3 Hours Per Week from 08/08/2011 - 08/07/2012

Indicate the total amount of time committed to this activity: 1 1/2 hour lecture, twice per week.

You indicated this activity, previously submitted and under a monitoring plan, is continuing into the current reporting period. An annual update is required.

[R] Upload formatted Annual Update:

On File: [Monitoring Plan](#) (Original Filename: coi_monitoring_plan.pdf) Filesize: 140 KB Uploaded: 12/21/2010 02:38:03 AM

Continued activities require an **Annual Update** to be uploaded.

- Select the link “**formatted Annual Update**” to download and SAVE the file on your computer.

NOTE: Each question requires a specified format. Follow the link provided.

- Press “Browse” to locate the saved file on your computer and upload it into the form.

R-2

The monitoring plan on file is available for reference.

Entity Name: American University

Course/Activity Name: Computer Architecture

Instructional Method: Face-to-face

Instructional Method: Web-based

Description: Computer systems performance and evaluation, processor datapath and control, microprogrammed architectures, instruction and arithmetic pipelines, cache and virtual memory, and RISCvs. CISC.

Time Commitment: 3 Hours Per Week from 08/08/2011 - 08/07/2012

Indicate the total amount of time committed to this activity: 1 1/2 hour lecture, twice per week.

You indicated this activity, previously submitted and under a monitoring plan, is not continuing into the current reporting period. Indicate when the activity ended.

[R] Date Activity Ended:

[R] Comments:

On File: [Monitoring Plan](#) (Original Filename: coi_monitoring_plan.pdf) Filesize: 140 KB Uploaded: 12/21/2010 02:38:10 AM

Activities not continued require an end date and comments.

- If the activity ended prior to the new report period, the end date must be before August 8 of current year
- Enter comments (i.e. the activity ended, the activity no longer applies to this question on the form, etc.)

After you complete these steps, you will be prompted to complete the remaining questions and if applicable, add new activities on the disclosure form.

Your name and date will be printed here

PRINT Name Date

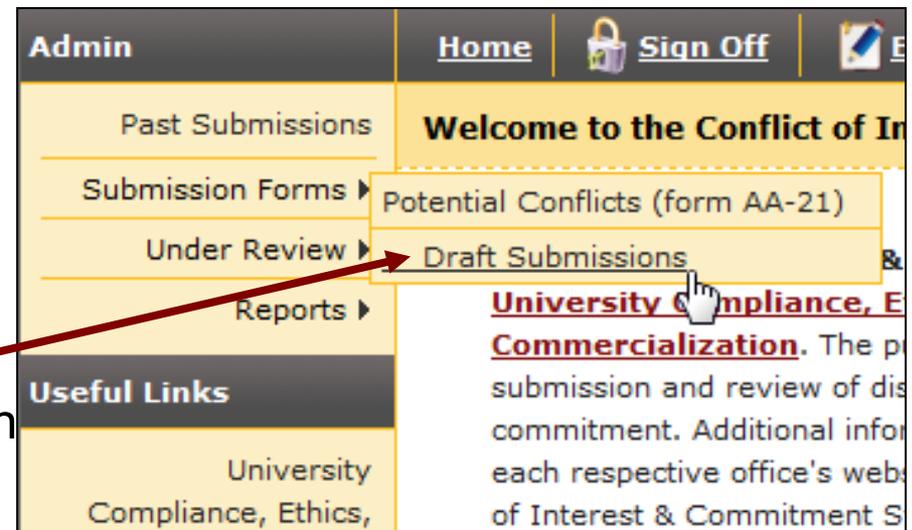
Bottom of the Form

Save Draft

Submit

❖ Save Draft

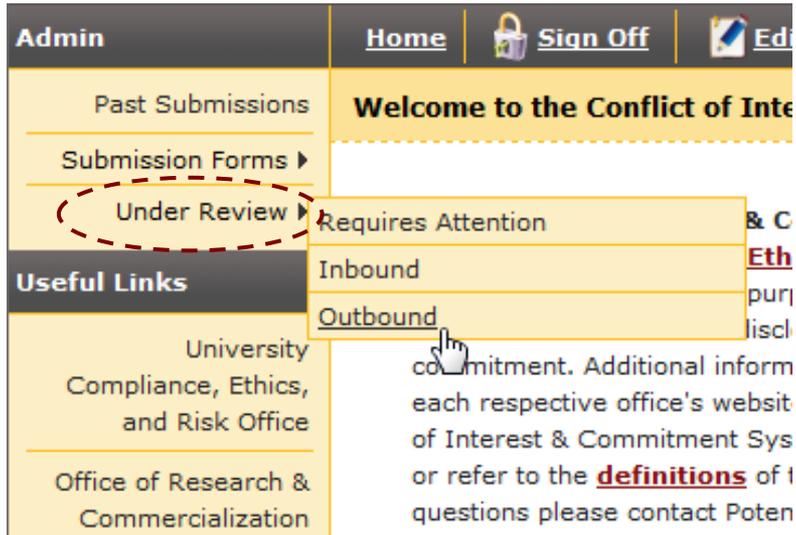
- **If you cannot complete the form in one session**, select “Save Draft” at the bottom of the form. Return to pick up where you left off by Signing On and accessing “**Draft Submissions**” in the Submission Forms menu.



❖ Submit

- **When the form is complete**, select the “Submit” button.
- Submitting the form will start the review process, notifying the first reviewer of your submission.
- The submission is now in “Under Review” status.

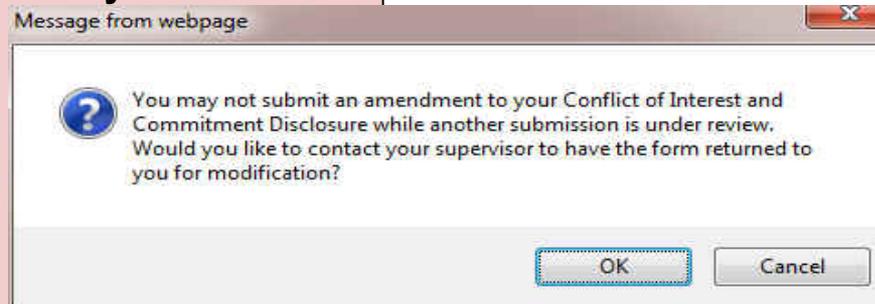
When your form is Under Review...



- ❖ After your form is submitted, it is in “Under Review” status.
- ❖ Go to the COI System (<https://argis.research.ucf.edu/coi>), Sign On, and select the Under Review menu option.
 - If your form is returned for modifications...
 - Access your form by going to Under Review/ Requires Attention
 - You may also use the link sent via email when changes are requested.
 - To monitor the review process...
 - After you submit your form, you can follow the review by going to Under Review/ Outbound.

NOTE: Only one submission can be in draft or under review status at a given time. To modify your disclosure while it is under review, the active reviewer must return it to you.

➤ If you attempt to fill the form out again, the system will detect if a form is already under review and ask if you want to request the active reviewer to return the form to you. Selecting OK will send an email on your behalf. When the form is returned you will be emailed.



How the review options equate to final response status

Reviewer Options	Status for <u>EACH</u> response to <u>EACH</u> Question
No Conflict	Reviewed, No Conflict
<p>Conflict Identified, Monitoring Plan Required</p> <ul style="list-style-type: none"> ▪ Once a Monitoring Plan is associated to a response, reviewer options change to ask if the plan is approved: <ul style="list-style-type: none"> • Yes (form moves to next reviewer) • No (form returned to submitter, process starts over) • Unnecessary (plan is removed, reviewer must then select either No Conflict or Unapproved Conflict) 	<p>Reviewed, With Monitoring Plan</p> <ul style="list-style-type: none"> ▪ On 2nd year review, if activity <u>continues</u>, an annual update is required. While annual update is under review, previous year's response status temporarily changes to <i>Reviewed, with Monitoring Plan – Annual Update Under Review</i>. When review ends, status is set to: Reviewed, With Monitoring Plan - Annual Update On File* <ul style="list-style-type: none"> ➢ Current year's submission is set to Reviewed, with Annual Update ▪ On 2nd year review, if activity <u>ends</u>, date ended is required. While under review, previous year's response status temporarily changes to <i>Reviewed with Monitoring Plan – Activity Indicated as Ended is Under Review</i>. When review ends, status is set to Reviewed, Monitoring Plan No Longer Necessary* <ul style="list-style-type: none"> ➢ Current year's submission is set to Reviewed, Annual Update No Longer Necessary <p>*This process helps identify activities that continue to require monitoring and those activities that ended where monitoring is no longer needed.</p>
Unapproved Conflict	<p>Reviewed, Unapproved Conflict Requires Resolution</p> <ul style="list-style-type: none"> ▪ Employee notified via email to cease activity. Meeting is requested and memo is attached with the reviewer comments. ▪ Upon upload of signed memo, status changes to Reviewed, Conflict Removed

- ❖ Information on COI policies, regulations, and requirements are available on the following websites:
 - University Compliance, Ethics, and Risk Office
<http://compliance.ucf.edu/conflict-of-interest>
 - Office of Research- Research Integrity Compliance
<http://www.coi.ucf.edu>
- ❖ For assistance or questions contact the Potential Conflicts Administration email, PCA@ucf.edu