



CONFLICT OF INTEREST ASSISTANT

Conflict Match Processing

Version 10.03.02

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Conflict Match Processing

Introduction

The Conflict of Interest Assistant will allow you to process conflict matches for iRIS users that have been generated by answers on COI forms. From the Conflict Matches area of the system, you can complete many tasks including reviewing the match, adding documents, assigning reviewers, and sending out letters and Management Plans. This document will review the steps to process Conflict Matches.

Conflict Matches

Once an Annual COI form is submitted and a conflict match is found, it will be received by the Conflict of Interest Assistant within the Conflict Matches menu item.

COI - Conflict Matched Objects Back								
Not Assigned				Assigned	Completed	Agendas	Create Group Add to Group Remove from Group	
18 result(s) found... 1 - 18								
<input type="checkbox"/>	Open	Matched Object Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Interest 1
<input type="checkbox"/>		000016			Susan Investigator	Intellectual Property in a Biomedical Product	New River Pharmaceuticals	
<input type="checkbox"/>		000017			Susan Investigator	Gifts from a Biomedical Company	New River Pharmaceuticals	
<input type="checkbox"/>		000018			Susan Investigator	Financial Interest	New River Pharmaceuticals	

The Conflict of Interest – Conflict Matched Objects page will list out any match found in any form submitted to the COI Review Board. The COI submission queue is split up into four tabs: Not Assigned, Assigned, Completed and Agendas. When you open the Conflict Matches page, the default tab is the Not Assigned tab.

Not Assigned

Any new match that is unprocessed, will populate within this tab. There can be multiple conflict matches within each Annual COI form submitted to the Conflict of Interest submission queue. Each match is broken up into its own separate entry within the queue, as opposed to being contained within a single form. The columns listed in the Not Assigned tab are as follows.

- Use the checkbox to select matches and add them to a group. Conflict Match Groups will be discussed in more detail below.

Open – Click this icon to open a match for processing.

Matched Object Number – Each conflict match in iRIS will be assigned its own unique reference number used to identify this individual match. Note that this is not the same reference number used with submission forms in iRIS.

Group Name – After adding matches to a group, the name of the group will display in this column.

Interest 1

Show Form – Click on this icon to view the form where the conflict match has been identified. This will open the Annual COI or the Study COI form submitted.

Covered Person's Name – Displays the name of the person who has indicated a conflict match.

Reported Interest Type – Depending on the specific issue, this column will populate with the type of interest, as noted within the form. It could be a Financial Interest, a Financial Commitment, Gifts from a Biomedical Company, etc.

Reported Interest Third Party – This column will populate with the indicated third party interest (the sponsor the user indicated the interest with).

Reported Role – This column will populate with the role indicated by the Covered Person for this particular conflict match.

Reporting Action – This column will display where the match has come from – whether the Annual COI (Individual Annual Reporting Form) or from a Study COI.

Date Submitted – The date the conflict form was submitted into the workflow.

Ref Number – This is the column that will populate with the reference number of the COI form.

Interest 2

This area will only populate with information if the specific conflict match has a matching study to display. If the Covered Person has a conflict with a certain sponsor, and also has a role on a study with that same sponsor, information related to the study will populate in the Interest 2 area.

Show Form – Click on this icon to view the form where the conflict match has been identified. This will open the Research Application.

Covered Person's Name – Displays the Institution Name of the study's primary Department.

Reported Interest Type – Depending on the specific issue, this column will populate with the type of interest, as noted within the form. It could be a Financial Interest, a Financial Commitment, Gifts from a Biomedical Company, etc.

Reported Interest Third Party – This column will populate with the indicated third party interest.

Reported Role – This column will populate with the study role indicated by the Covered Person for this particular conflict match.

Reporting Action – This column will display where the match was found. This will typically be the Study Application.

Date Submitted – The date the Reporting Action was submitted into the workflow.

Interest Ref number – This is the column will populate with the reference number of the Reporting Action.

Protocol Number – The Protocol Number of the corresponding research study.

Study Status - The Study Status of the corresponding research study.

Reporting Action PI - The Principal Investigator of the corresponding research study.

Creating Groups

Conflict matches that populate in the Conflict of Interest submission queue can be grouped together where they can be processed as one item instead of processing the matches individually. This can be done for any conflict match, but is typically used to group matches for the same Covered Person.

Create Group

COI - Conflict Matched Objects										
Not Assigned				Assigned	Completed	Agendas	Create Group		Add to Group	Remove from Group
10 result(s) found... 1 - 10										
				Interest 1						
<input type="checkbox"/>	Open	Matched Object Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role		
<input checked="" type="checkbox"/>		000001			Susan Investigator Dr., Ph.D.	Investments with Biomedical Third Parties	Abbott Pharmaceutical	KDM - Not a Board Mer		
<input checked="" type="checkbox"/>		000002			Susan Investigator Dr., Ph.D.	Investments with Biomedical Third Parties	Pfizer	KDM - Not a Board Mer		
<input checked="" type="checkbox"/>		000003			Susan Investigator Dr., Ph.D.	Investments with Non-Biomedical Third Parties	Johnson	KDM - Not a Board Mer		
<input checked="" type="checkbox"/>		000004			Susan Investigator Dr., Ph.D.	Gifts from a Biomedical Company	Abbott Pharmaceutical	KDM - Not a Board Mer		

Begin by clicking the checkboxes next to the records to add to the group. Then, click on the **Create Group** button.

This will cause the screen to gray out and provides a box that will allow you to type in a Group Name. Click **Save** to create this group and add the selected matches to the group. Click **Cancel** to back out of the group creation.

Covered Person's Name	Reported Interest Type	Reported Interest Third Party
New group has been saved.		
Principal Investigator, MD	Financial Interest	Merck
Principal Investigator, MD	Financial Interest	Merck

When you save the group, the page will refresh and you will receive a message from the system that the group has been saved.

				Interest 1				
	Open	Matched Object Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role
			Susan Investigator					

After a few moments, the page will return to normal and the group you added will display at the top of the Not Assigned queue. The Group Name column will populate with the group name you specified. The Matched Object Number column will populate with a link. When you first create a group, you need to open the group record so the system can generate a grouped Matched Object Number.

	Open	Matched Object Number	Group Name	Show Form
		000012	Susan Investigator	

After clicking the link and returning to the Not Assigned tab, the newly generated Matched Object Number will populate and will be used to reference the entire group of matches.

				Interest 1				
	Open	Matched Object Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role
		000012	Susan Investigator					
					Susan Investigator Dr., Ph.D.	Investments with Biomedical Third Parties	Abbott Pharmaceutical	KDM – Not a Board Member
					Susan Investigator Dr., Ph.D.	Gifts from a Biomedical Company	Abbott Pharmaceutical	KDM – Not a Board Member
					Susan Investigator Dr., Ph.D.	Investments with Non-Biomedical Third Parties		KDM – Not a Board Member
					Susan Investigator Dr.,	Investments with	Pfizer	KDM – Not a Board Member

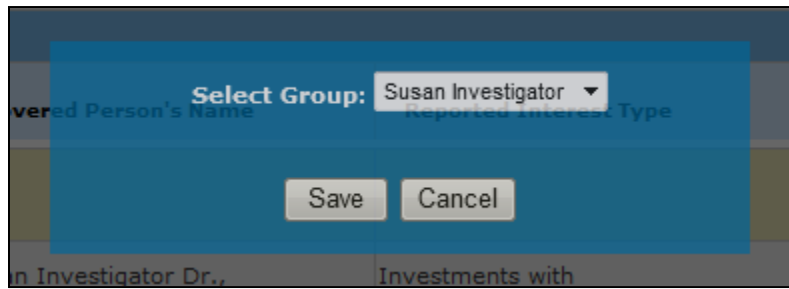
You can view the matches within the group by clicking on the yellow folder icon. The items within this group can now be processed together.

Add to Group

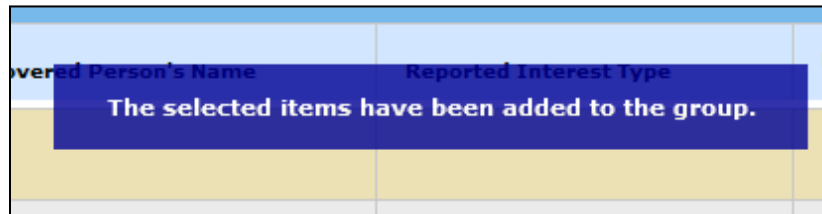
After you create a group, you can add other matches to it.

COI - Conflict Matched Objects									Back
Not Assigned				Assigned	Completed	Agendas	Create Group Add to Group Remove from Group		
6 result(s) found...									1 - 6
				Interest 1					
	Open	Matched Object Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role	
		000012	Susan Investigator						
<input checked="" type="checkbox"/>		000006			Susan Investigator Dr., Ph.D.	Investments with Biomedical Third Parties	Pfizer	KDM – Not a Board Member	
<input checked="" type="checkbox"/>		000007			Susan Investigator Dr., Ph.D.	Investments with Non-Biomedical Third Parties	Johnson	KDM – Not a Board Member	

First click on the records of matches that are not already associated to a group. Then click on the **Add to Group** button. Note: You cannot add items already associated with another group. You would first need to remove that item, and then add it to the new group.



This will cause the screen to gray out, and provides a box that will allow you to select an existing group from a drop down list. Click **Save** to add the selected matches to the group. Click **Cancel** to back out.



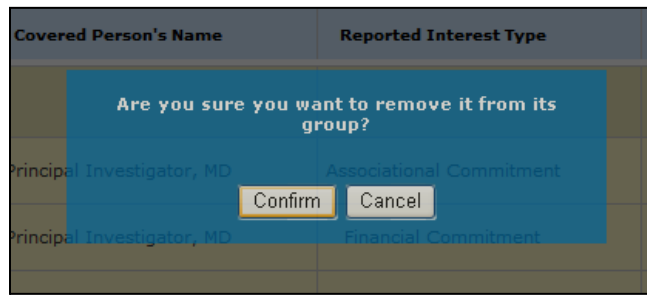
When you save the group, the page will refresh, and you will receive a message from the system that the selected items have been added to the group.

Remove from Group

If an item was added to a group by mistake, you can remove that item from the group.

Not Assigned				Assigned	Completed	Agendas	Create Group Add to Group Remove from Group		
6 result(s) found...						Interest 1			
<input type="checkbox"/>	Open	Matched Object Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role	
		000012	Susan Investigator						
<input type="checkbox"/>					Susan Investigator Dr., Ph.D.	Investments with Non-Biomedical Third Parties		KDM – Not a Board Member	
<input type="checkbox"/>					Susan Investigator Dr., Ph.D.	Investments with Biomedical Third Parties	Pfizer	KDM – Not a Board Member	
<input checked="" type="checkbox"/>					Susan Investigator Dr., Ph.D.	Investments with Biomedical Third Parties	Abbott Pharmaceutical	KDM – Not a Board Member	
<input type="checkbox"/>					Susan Investigator Dr., Ph.D.	Gifts from a Biomedical			

Start by opening the yellow folder to expand the matches within the group. Select the record(s) to remove and then click on the **Remove from Group** button.



This will cause the screen to gray out and provides a box that will allow you to confirm the removal from the group. Click **Confirm** to continue to remove the item from the group. Click **Cancel** to back out.



When you confirm the removal, the page will refresh, you will receive a message from the system that the selected items have been removed from the group.

Assigned

COI - Conflict Matched Objects								Back
Not Assigned		Assigned	Completed	Agendas				Print Friendly
26 result(s) found...								1 - 26
				Interest 1				
Open	Matched Object Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role	
	000044			Dr. Susan M. Investigator, Ph.D.	Financial Interest	Pfizer	KDM - Not a Board Member	
	000045			Dr. Susan M. Investigator, Ph.D.	Financial Interest	Abbott Pharmaceutical	KDM - Not a Board Member	
	000046			Dr. Susan M. Investigator, Ph.D.	Financial Interest	Abbott Pharmaceutical	KDM - Not a Board Member	
	000047			Dr. Susan M. Investigator, Ph.D.	Financial Interest	Abbott Pharmaceutical	KDM - Not a Board Member	

After assigning a process to a new Conflict Match, the record will move from the Not Assigned tab to the Assigned tab and can be accessed from this tab until the Conflict Match is completed.

This page lists any processed matches, and contains the same columns and information as the Conflict Matches described in the Not Assigned section of this document.

Completed

COI - Conflict Matched Objects Back

Not Assigned | Assigned | **Completed** | Agendas Print Friendly

Expedited
 Processed Administratively

Submissions Completed from 10/09/2012 to 10/23/2012 Refresh

1 result(s) found... 1 - 1

				Interest 1			
Open	Ref Number	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	
	000142	Process					

The Completed tab will contain a link to previously processed and completed Conflict Matches. When you open this tab, it will display a search tool and any previously completed matches. You can use the search tool to narrow down a list of results to find the completed Conflict Match you are looking for.

The search tool contains a list of processes available to search by. **Expedited** and **Processed Administratively** are the two available search processes for Conflict Matches. You can select a process, and then indicate a time frame of when the match was completed by entering dates in the **Submission Completed from** and **to** date fields. Click the **Refresh** button to refresh the page with any resulting Conflict Matches. You can then open the items.

Agendas

COI - Conflict Matched Objects Back

Not Assigned | Assigned | Completed | **Agendas**

Items to be Reviewed at Committee 1 Meeting : 01/13/2014 Agenda State: Draft

Reviewer Notifications: Disabled

Submission Review validation
 Save the Agenda Order

Order	Expand	Open	Group Name	Show Form	Covered Person's Name	Reported Interest Type	Reported Interest Third Party	Reported Role
Conflict(s) assigned to Meeting - 3 Objects								
1					Susan Investigator Dr., Ph.D.	Investments with Biomedical Third Parties	Pfizer	KDM - Not a Board Men
1					Susan Investigator Dr., Ph.D.	Gifts from a Biomedical Company	Abbott Pharmaceutical	KDM - Not a Board Men
1					Susan Investigator Dr., Ph.D.	Financial Interest	Abbott Pharmaceutical	KDM - Not a Board Men
Expedited and Process Administratively assigned to Meeting - 1 Objects								
1					Susan Investigator Dr., Ph.D.	Investments with Non-Biomedical Third Parties	Johnson	KDM - Not a Board Men

The Agendas tab will open to the next upcoming meeting for the COI Office. This page will list out any conflict reviews assigned to this meeting date. There will be two categories on the page, Conflicts assigned to the Meeting (these are full board conflicts) and Expedited and Process Administratively assigned to Meeting (these are any items processed Expedited or Administratively and also placed on the meeting).

You can flip between meeting dates by clicking the green arrows next to the meeting date.

If you are looking for a particular match review on the meeting, you can locate it and then open it by clicking on the icon in the **Open** column.

Processing Matches

When you open a Conflict Match from the Not Assigned tab, you will open the Conflict of Interest – Match Review processing pages. These pages will present you with information and tools to process a conflict match. Depending on the way the match is processed, you may or may not see certain tabs (on the left side menu).

Match Summary

Covered Person: Susan Investigator
 Match Object Number: 000022
 Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator

Back

Match Summary

Internal Documents

Review Assignment

List of Match Object(s) for Review ?

	Interest 1	Interest 2
Show Form:		
Covered Person's Name:	Susan Investigator	General Hospital
Reported Interest Type:	Financial Interest	Financial Interest
Reported Interest Third Party:	New River Pharmaceuticals	New River Pharmaceuticals
Reported Role:	KDM – Not a Board Member	Principal Investigator
Reporting Action:	Individual Annual Reporting Form	Study Application
Date Submitted:	07/14/2015 10:20:14 AM PDT	06/30/2015 3:28:37 PM PDT
Interest Ref Number:	000025	000014
		Protocol Number: GH-2015-25
		Study Status:

The first tab in the Match Review of the Conflict Match lists brief details about the match being viewed. If you are processing a group of matches, each match will be listed on this page and you can scroll down to see each match in detail. The summary details on this page consist of the same information listed in the Not Assigned, Assigned and Completed tabs. From this tab, you can see the details of the match and open the COI Annual form for viewing.

In addition, there is a Covered Person's History section on the Match Summary tab. This table provides information about the covered person's prior conflict matches.

Open	Matched Object Number	Group Name	Show Form	Reported Interest Type	Reported Interest Third Party	Date Submitted	Outcome Status	Processing Complete Date	Due Date	Ref Number
	000525			Financial Interest	Pfizer	05/20/2016 1:22:51 PM PDT				004883
	000526			Financial Interest	Pfizer	05/20/2016 1:22:51 PM PDT				004883
	000527			Financial Interest	Pfizer	05/20/2016 1:22:51 PM PDT				004883
	000528			Financial Interest	Pfizer	05/20/2016 1:22:51 PM PDT				004883

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Internal Documents

The Internal Documents tab allows you to upload documents related to the Covered Person and the Conflict Match being processed.

Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator [Back](#)

Match Summary
Internal Documents
Review Assignment

[+ Add a New Document](#) [Compare Document Versions](#)

Internal Documents ⓘ

Select a Category: All

0 result(s) found...

<input checked="" type="checkbox"/>	Delete	Edit	Title	File	Version	Last Modified By
No documents have been added.						

Any documents previously uploaded will populate in this page. Click the **Add a New Document** button to add a document to this review.

Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator [Back](#)

[Save Changes](#) [View the document](#)

*Title:

*Version Number: .0

Version Date:

Category: --none--

Description:

Load the document into iRIS:

A new page will open. Here you will specify the name of the document, in the **Title** field.

*Version Number: .0

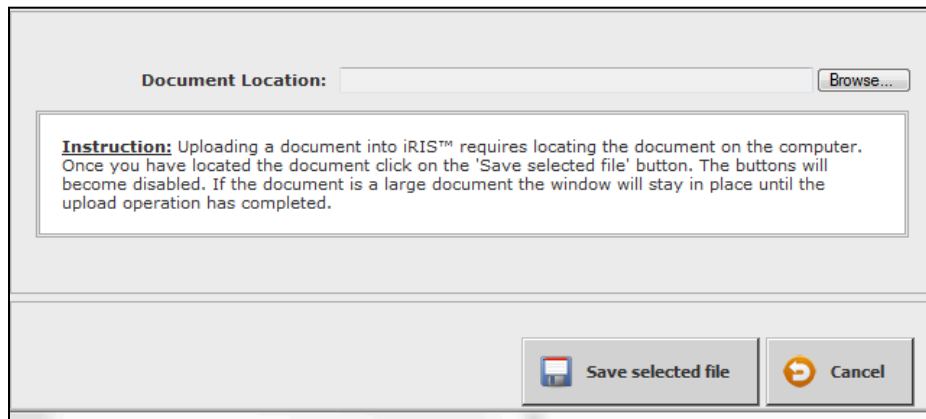
Version Number - Requires you to specify what number you wish to start the version number with. This can be any character or number.

Version Date – This is the date of the manually-entered version number. This is typically the date the document was uploaded to the system.

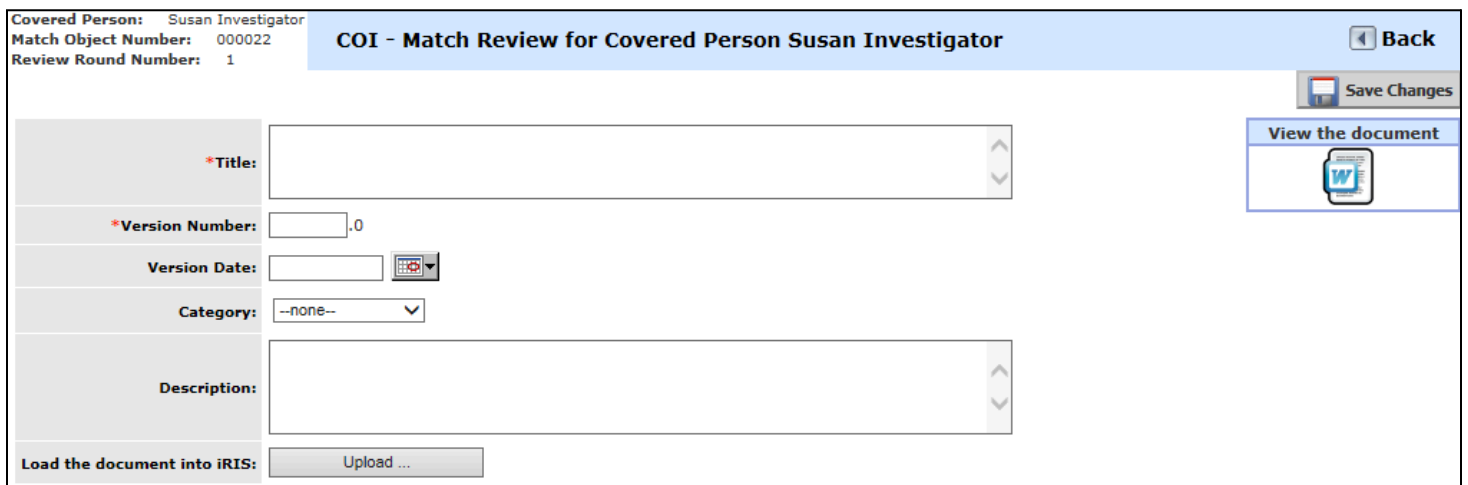
Category – This configurable dropdown list allows you to group documents into certain categories.

Description – A description of the document.

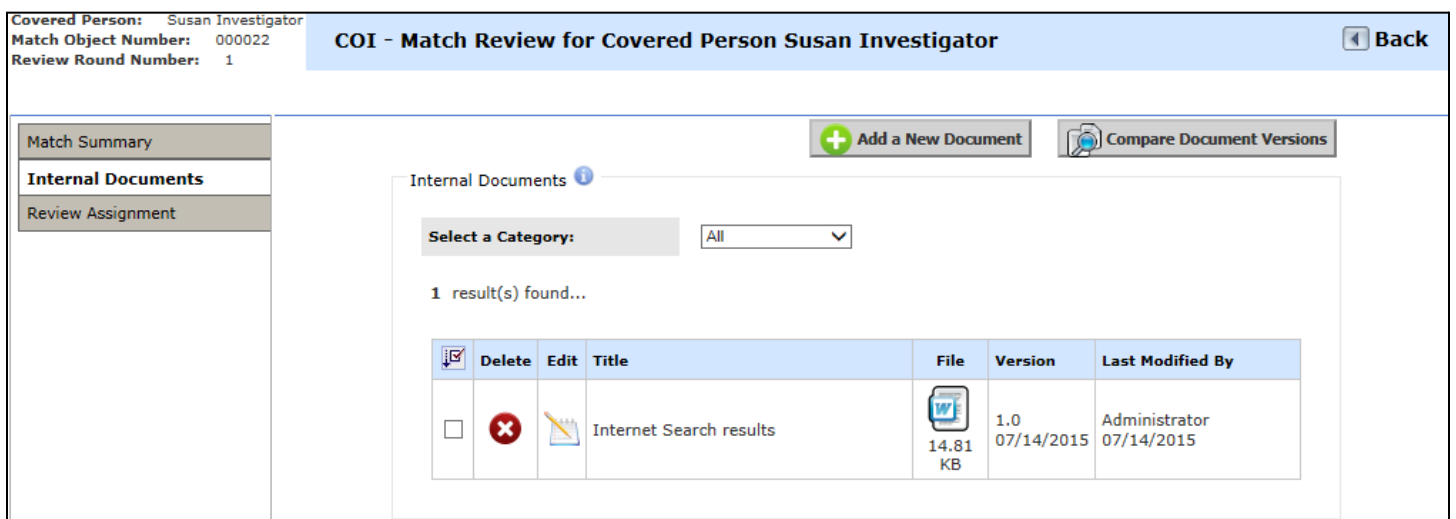
Enter the required information, and then click the **Upload** button to upload the document.



A small window will open, allowing you to upload a document. You will need to browse for the document on your computer, by clicking on the **Browse** button. This will open another window allowing you to navigate the folders on your computer so you can locate your document. Once you have associated a document, click the **Save selected file** button.



The system will return you to the previous page. The document will be uploaded to the study, and it will appear as an icon next to the document information, as shown above. Click the **Save Changes** button to create the record.



Any document record you add will be displayed on the page.

Note: Documents added here will populate within Search Conflict Matches -> Documents for the Covered Person.

Documents can be compared to other uploaded documents. Click the checkboxes next to two documents, and then click the **Compare Document Versions** button.

Any uploaded document can be removed by clicking the icon in the **Delete** column.

To edit an uploaded document, click the icon in the **Edit** column.

You can view the document by clicking on the icon in the **File** column.

Note: Access to Internal Documents can be set for each COI Review Board Role within Setup Role Access in Review Board Administration, in the COI Disclosure Document row. The Document Category can be set up using the Internal Document Category configuration under Review Board Administration > List Maintenance Setup.

Review Assignment

Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator Back

Save the Review Assignment

Match Summary
Internal Documents
Review Assignment

Analyst Assignment ⓘ

Assign Analyst: Coordinator, Dan ▼

Determine Review Process; ⓘ

Not Assigned
 Assign to Review Committee Agenda
 Expedite
 Process Administratively

The next tab, Review Assignment, allows you to process the conflict match.

Analyst Assignment

You can choose a person within the COI office who is responsible for processing this conflict match. To populate this dropdown list, a user must be assigned as a Coordinator when assigning their Conflict of Interest role in their user account under System Administration. An analyst will receive a task on their homepage related to this Conflict Match.

Determine Review Process

Use the selections presented here to process the Conflict Match.

Not Assigned - The Conflict Match will default to this status when it is first submitted to the Conflict Match queue. This indicates that a Review Process has not yet been assigned and causes the conflict to populate in the Not Assigned tab.

Assign to Review Committee Agenda – This option allows you to assign the match to a meeting. After this option is selected, the committee and meeting selections will be displayed. (See below).

Assign to Review Committee Agenda

Committee Name:	--none--
Upcoming Meeting Date:	--none--
Agenda Category:	Conflict's assigned to Meeting

This option can be turned on or off in your review board configurations (see the Review Board Administration manual for more details). After selecting this option, five new tab options will be displayed: **Correspondence**, **Review Checklist and Comments**, **Review Discussion**, **Meeting Vote**, and **Outcome**.

Expedite – If this option is selected, the screen will refresh with the option of selecting a reviewer(s) once you have clicked the **Save the Review Assignment** button. Once you have finished with your selections on this page, click the **Save the Review Assignment** button again. The new tabs will become available for your conflict match as described above. This option can also be turned on/off in your review board configurations.

Process Administratively – This process is a useful action for matches that need to be processed through the office but not reviewed. Selecting this Review Process and clicking the **Save the Review Assignment** button will also allow the coordinator to select reviewers for the match, if the reviewer option is turned on. The **Correspondence**, **Review Checklist and Comments**, **Review Discussion**, and **Outcome** tabs will be displayed after you select this Review Process.

Assign Reviewers

This option will be available on Conflict Matches that have been assigned a review process. This area can be turned completely off in Review Board Administration. This section allows the coordinator or administrator to assign a user within the COI Office to review a conflict match.

Assign Reviewers +

+ Add Reviewer

	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
✖	COI Analyst 1	Member, Frank	No		

To add a reviewer, select the **Add Reviewer** button.

	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
<input type="checkbox"/>	--none--		No		

The screen will refresh, allowing you to select from a list of reviewer roles that are pre-defined under Review Board Administration. After the role (a non-Ad Hoc role) is selected, the screen will refresh to allow you to select from a dropdown list of reviewers.

	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
<input type="checkbox"/>	Primary Reviewer	--none--	No		

If an Ad Hoc reviewer is selected, the screen will refresh, allowing you to manually enter the reviewer’s name or select it from a list of users.

	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
	Ad Hoc	Known System identified User: --none-- OR First Name: Last Name:	No		

After selecting and/or entering the correct data, select the **Save the Review Assignment** button. The screen will refresh with the reviewer’s information (see below).

	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
	COI Analyst 1	Member, Frank	No		

You may add as many reviewers as needed. A reviewer can also be deleted from the list simply by selecting the red X icon next to the appropriate reviewer. A confirmation will be displayed to confirm the removal. Select the **OK** button to proceed or the **Cancel** button to cancel the process.

After the reviewers are selected, they will receive a notification advising them that a Conflict Match is waiting for their review. This notification can be set up under Review Board Administration. The Review Assignment will also appear as a task on their home screen.

If the Review Process is assigned to Review Committee Agenda, the reviewer will not receive a notification until the coordinator enables the reviewer notifications for that particular meeting date.

Reviewer Assignments

When you assign a reviewer to a conflict match, the reviewer will get a notification from iRIS to let them know of the task.

◀ Welcome Joe Board Member (*Last Login: 08/01/2016 03:45 PM PST*)

Below are your incomplete Conflict of Interest tasks:

Conflict of Interest Reviewer Assignment
1

1 task(s) found... 1 - 1

Open	Group Name	Covered Person	Analyst	Ref Number	Received
		Susan Investigator		532	02/09/2017

When the reviewer logs in to iRIS, there will be a task in the **Conflict of Interest Reviewer Assignment** group.

When the group is expanded, a reviewer task with details about the conflict match will populate. The reviewer can click the **Open** icon to start a reviewer checklist form.

Reviewer Checklist - COI ◀ Back

Print Friendly
 Save Section
 Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Conflict of Interest Review Part I

1.0 Conflict of Interest Review Part I

1.1 Objects Under Review

Interest 1	Interest 2
<p>Show Form: </p> <p>Covered Person's Name: Susan Investigator</p> <p>Reported Interest Type: Financial Interest</p> <p>Reported Interest Third Party: New River Pharmaceuticals</p> <p>Reported Role: KDM – Not a Board Member</p> <p>Reporting Action: Individual Annual Reporting Form</p> <p>Date Submitted: 07/14/2015 10:20:14 AM PDT</p> <p>Interest Ref Number: 000025</p>	<p>Show Form: </p> <p>Covered Person's Name: General Hospital</p> <p>Reported Interest Type: Financial Interest</p> <p>Reported Interest Third Party: New River Pharmaceuticals</p> <p>Reported Role: Principal Investigator</p> <p>Reporting Action: Study Application</p> <p>Date Submitted: 06/30/2015 3:28:37 PM PDT</p> <p>Interest Ref Number: 000014</p> <p>Protocol Number: GH-2015-25</p> <p>Study Status: </p>

The reviewer checklist form is defined in the System Form Designer, and can contain any number of questions for the reviewer to fill out. One data value used in the reviewer checklist form is a value that will link to the conflict matches the reviewer is looking at. The screenshot above shows the reviewer checklist with the conflict match being reviewed. The reviewer can click on the **Show Form** icon to see the actual form submitted by the Covered Person.

Reviewer Checklist - COI ◀ Back

Print Friendly
 Save Section
 Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Conflict of Interest Review Part I

2.0 Approval Information Part II

2.0 Approval Information Part II

2.1 Reviewer Recommendation

Full Approval
 Conditional Approval (specify below)
 Denial

For **Conditional Approval**, please indicate conditions:

Management Plan must be followed.

As the reviewer progresses through the form, navigation will build on the left of the form, allowing the reviewer to jump back and forth between sections.

Reviewer Checklist - COI ◀ Back

Print Friendly
Save Section
Save and Continue to Next Section

Section view of the Form
Entire view of the Form

1.0 Conflict of Interest Review Part I

2.0 **Approval Information Part II**

2.1 Reviewer Recommendation

Full Approval
 Conditional Approval (specify below)
 Denial

For Conditional Approval, please indicate conditions:

Management Plan must be followed.

2.2 Is your review complete?

Yes No

At the end of the reviewer checklist, the reviewer will indicate that they are completed with the review and click the **Save and Continue** button. Indicating “Yes” in this section will flag the review as complete.

Submission Reviewers Complete **1**

1 task(s) found... 1 - 1

Open	Group Name	Covered Person	Ref Number	Received
		Susan Investigator	532	02/09/2017

The incomplete reviewer task will be removed from the home screen and the analyst assigned to this conflict match will receive a notification and home screen task indicating the reviewer is finished with the review.

Correspondence

This tab allows you to communicate with other COI Officers or covered persons. This section will also allow you to send correspondence to an email address outside of iRIS. When you first access the area to add correspondence, the screen will look like this:

Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator

[Back](#)

Match Summary
Internal Documents
Review Assignment
Correspondence
Review Checklist & Comments
Review Discussion
Meeting Vote
Outcome

[+ Add a New Correspondence](#)

Review Correspondence ⓘ

0 result(s) found...

<input checked="" type="checkbox"/>	View Message	Author	Subject
No correspondences have been entered.			

The page will list all correspondences associated with the match review, if any have been created. To add correspondence, select the **Add a New Correspondence** button.

Submission Correspondence

[Back](#)

[Save & Send Correspondence](#)

*Send Email

*Subject

*Recipient(s):

Additional Recipient(s):

Reply To(s):

Additional Reply To(s):

Attachments

[Add Attachment](#)

No Attachments have been added to this message


Template: --none-- [Import template](#)

*Content

Format Font Size

Send E-mail: This checkbox is checked by default, meaning that the correspondence will also be sent to the specified recipients via email (if available). The correspondence will send to the email provided in the user's account. Whether or not this box is checked, this correspondence will be available under My Assistant > View Correspondence.

Subject: This field determines what will show up in the subject field of the correspondence.

Recipient(s): Choose from a list that displays the Covered Person, Key Study Personnel (only if the Conflict Match is related to a research study in iRIS), and members on the Review Board or the COI Office. To select the individual(s), check the box(es) next to the name(s). To select all the listed Personnel, select the  icon above the checkboxes. Select the **Save Changes** button when finished.

Correspondence contact			◀ Back
			Save Changes
Contacts	Role	<input checked="" type="checkbox"/>	
Personnel			
	Covered Person	<input type="checkbox"/>	Investigator, Susan
Study Personnel			
	Principal Investigator	<input type="checkbox"/>	Investigator, Susan
	Study Author	<input type="checkbox"/>	Coordinator, Mary Jane
	Study Contact	<input type="checkbox"/>	Coordinator, Mary Jane
		<input type="checkbox"/>	Investigator, Susan
	Department Administrator	<input type="checkbox"/>	Administrator
	Co-Investigator	<input type="checkbox"/>	Investigator, Henry
		<input type="checkbox"/>	User, Aaron
	Research Nurse	<input type="checkbox"/>	Staff, Stacy
	Clinical Research Coordinator	<input type="checkbox"/>	Coordinator, Mary Jane
	Biostatistician	<input type="checkbox"/>	Biostatistician, Jean
Sponsor Contact			
		<input type="checkbox"/>	Contact, Joe
IRB Committee 1			
	Board Member	<input type="checkbox"/>	Member, Edward

Additional Recipient(s): This is used to add persons to the list of recipients that are not users in iRIS.

Correspondence Additional Contacts			◀ Back
			Add A New Contact
			Save And Return
<input checked="" type="checkbox"/>	Name	E-mail Address	
No Additional Recipients have been added.			

Select the **Add A New Contact** button.

Correspondence Additional Contacts			◀ Back
			Add A New Contact
			Remove Selected Contacts
			Save And Return
<input checked="" type="checkbox"/>	Name	E-mail Address	
<input type="checkbox"/>	John Test	jtest@imedris.com	

Enter the Name and a valid E-mail Address for the recipient. You can add as many additional recipients as needed. If you need to remove a contact, click the checkbox next to the contact, and then click the **Remove Selected Contacts** button. Click the **Save and Return** button to return to the correspondence page.

Reply To(s)/Additional Reply To(s): Add users here if you would like them included in any replies to the correspondence outside of iRIS. **The Reply To(s)** link allows you to select from the same set of users as when you were originally selecting recipients. **The Additional Reply To(s)** link allows you to enter names and e-mail addresses of non-iRIS users. Any user added here will receive an email to their outside email when another person replies to this correspondence thread outside of iRIS.

Attachments: If there is a document you would like to add to the correspondence, click the **Add Attachment** button.

The screenshot shows a dialog box titled "Add Attachment". At the top right, there is a "Back" button. Below it is a "Save And Return" button with a floppy disk icon. The main area contains a text input field labeled "*Title:" and a button labeled "Upload ...".

You will be required to enter the title of the attachment. The actual attachment can be uploaded by clicking the **Upload** button. You will then be prompted for the file's location.

The screenshot shows a dialog box titled "Document Location:". It has a text input field and a "Browse..." button. Below this is an instruction box:

Instruction: Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The buttons will become disabled. If the document is a large document the window will stay in place until the upload operation has completed.

 At the bottom of the dialog are two buttons: "Save selected file" and "Cancel".

If the location is unknown, select the browse button to use your window browser to browse through your system files. After the file is located, select the **Save selected file** button to upload the file or the **Cancel** button to cancel the process. After the document is uploaded, an icon will display next to the **Title**. To replace this document with another one, select the **Upload** button again. Select the **Save And Return** button. The attachment will appear in your notification. You will be able to delete the attachment(s) or add more attachment(s) as necessary.

The screenshot shows a section titled "Attachments". It contains two buttons: "Add Attachment" and "Delete Attachment(s)". Below these is a list item for "COI Documentation.docx" with a document icon and a checkbox. Below the list item is the text "Click Attachment Name to View".

Import Template: Within Review Board Administration, correspondence templates can be set up. These templates can then be imported into the correspondence by selecting the desired template from the dropdown list and clicking the **Import Template** button.





Content: Use the text editor provided here to enter the content of your correspondence.

After you have entered the necessary information for the correspondence, select the **Save & Send Correspondence** button. Once the correspondence has been saved and sent, the information regarding the correspondence will display in a table (see the screen shot below). You may add a reply to the correspondence by clicking the **Post a Reply to this Topic** link, or you can click the **Forward this Topic** link to forward the message to a recipient. This would also be sent in the

same manner as explained above. You may also view the content of the correspondence by clicking on the **View Message** Icon.

Review Correspondence ⓘ

1 result(s) found...

	View Message	Author	Subject
 Post a Reply to this Topic / Forward this Topic			
		Administrator	Posted: Delivery in Progress COI Doc Attached




Review Checklist and Comments

Review Checklist and Comments will list out reviewer assignments with access to the reviewer checklist. This is also an area where board members can create a member checklist and add comments to the conflict match.

Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1


COI - Match Review for Covered Person Susan Investigator ⏪ Back

+ Add Member Comments
+ Add Members Checklist
Save the Review Status

<ul style="list-style-type: none"> Match Summary Internal Documents Review Assignment Correspondence Review Checklist & Comments Review Discussion Meeting Vote Outcome 	<p>Reviewer Check List ⓘ</p> <table border="1"> <thead> <tr> <th>View/Edit</th> <th>Reviewer Role</th> <th>Reviewer</th> <th>Completed ?</th> <th>Date Notified</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td></td> <td>COI Analyst 1</td> <td>Member, Frank</td> <td>Yes</td> <td>07/14/2015</td> <td>07/14/2015</td> </tr> </tbody> </table> <p>Members Check List ⓘ</p> <table border="1"> <thead> <tr> <th>Members Name</th> </tr> </thead> <tbody> <tr> <td>No Member Comments have been assigned to this submission.</td> </tr> </tbody> </table> <p>Members Comments ⓘ</p> <p>No Comments entered</p>	View/Edit	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed		COI Analyst 1	Member, Frank	Yes	07/14/2015	07/14/2015	Members Name	No Member Comments have been assigned to this submission.
View/Edit	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed										
	COI Analyst 1	Member, Frank	Yes	07/14/2015	07/14/2015										
Members Name															
No Member Comments have been assigned to this submission.															

The page will first list any reviewer checklists.

Reviewer Check List ⓘ

View/Edit	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
	COI Analyst 1	Member, Frank	Yes	07/14/2015	07/14/2015

If you are logged in as the reviewer, you will be able to edit the checklist by clicking on the icon in the **View/Edit** column. You can also status your review as complete by changing the “Yes/No” value in the **Completed?** column. If you are not the reviewer, you will be able to view the reviewer checklist.

The Review Checklist and Comments page is an area of the match review that other board members can access prior to a meeting. They will be able to review any reviewer checklists and they can fill out their own checklist, if needed. They can also leave comments for other board members and analysts to review.

As a board member or analyst, create a member checklist by clicking on the **Add Member Checklist** button at the top right of the page.

The screenshot shows the 'Reviewer Checklist - COI' interface. At the top right, there is a 'Back' button. Below it are three buttons: 'Print Friendly', 'Save Section', and 'Save and Continue to Next Section'. The main content area is divided into two tabs: 'Section view of the Form' and 'Entire view of the Form'. The 'Section view of the Form' tab is active, showing a sidebar with '1.0 Conflict of Interest Review Part I'. The main area displays '1.0 Conflict of Interest Review Part I' with a sub-section '1.1 Objects Under Review'. This section contains two columns for 'Interest 1' and 'Interest 2'. Each column has a 'Show Form' button with a magnifying glass icon. Below each button is a list of fields: 'Covered Person's Name', 'Reported Interest Type', 'Reported Interest Third Party', 'Reported Role', 'Reporting Action', 'Date Submitted', 'Interest Ref Number', 'Protocol Number', and 'Study Status'. The 'Study Status' field for Interest 2 is highlighted in green.

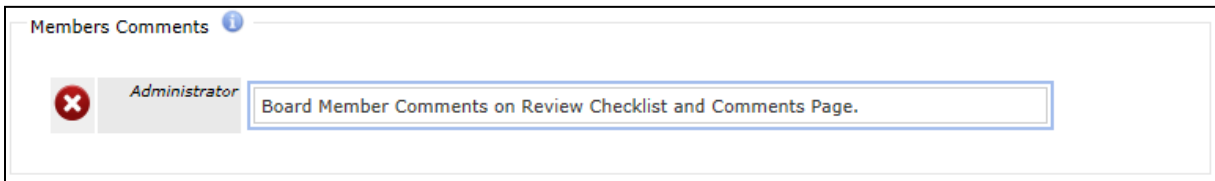
Interest 1		Interest 2	
Show Form:		Show Form:	
Covered Person's Name:	Susan Investigator	Covered Person's Name:	General Hospital
Reported Interest Type:	Financial Interest	Reported Interest Type:	Financial Interest
Reported Interest Third Party:	New River Pharmaceuticals	Reported Interest Third Party:	New River Pharmaceuticals
Reported Role:	KDM – Not a Board Member	Reported Role:	Principal Investigator
Reporting Action:	Individual Annual Reporting Form	Reporting Action:	Study Application
Date Submitted:	07/14/2015 10:20:14 AM PDT	Date Submitted:	06/30/2015 3:28:37 PM PDT
Interest Ref Number:	000025	Interest Ref Number:	000014
		Protocol Number:	GH-2015-25
		Study Status:	Completed

This will open a member checklist, which is the same form the reviewer filled out. The board member can answer the same questions but will not have to indicate completion, as this is not a reviewer task, but simply a form they are filling out.

The screenshot shows a 'Members Check List' table. The table has a header row with 'Members Name'. Below the header, there is one row with the name 'Administrator'. To the left of the name, there are two icons: a red 'X' in a circle and a pencil icon.

Members Name
Administrator

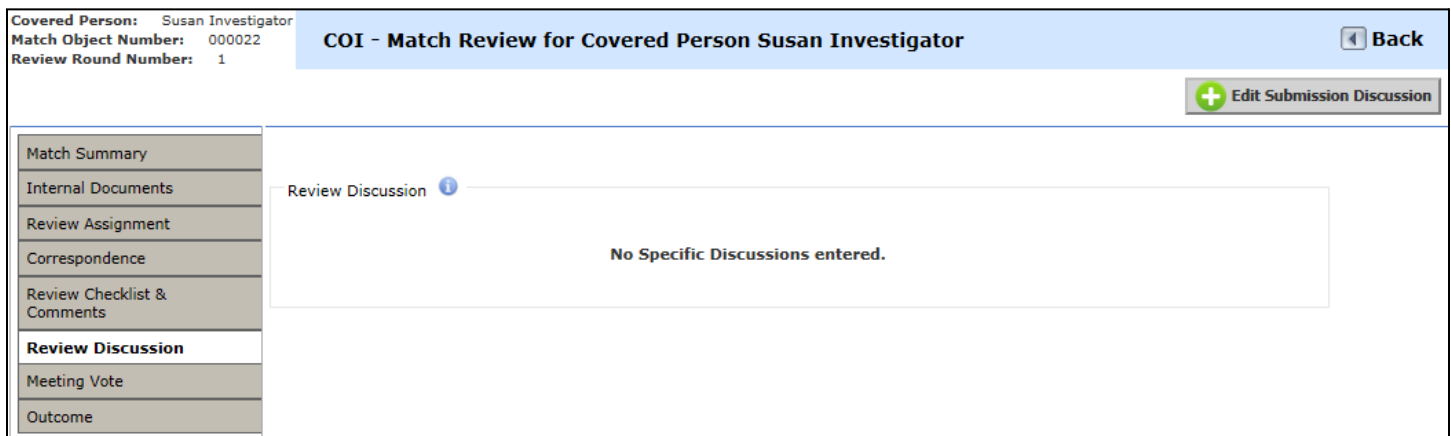
When the form is finished, and the board member returns to the Review Checklist and Comments page, the Members Check List table populates with an entry. The member can access their checklist by clicking on the **Edit** icon. Delete the checklist by clicking the icon corresponding to the record.



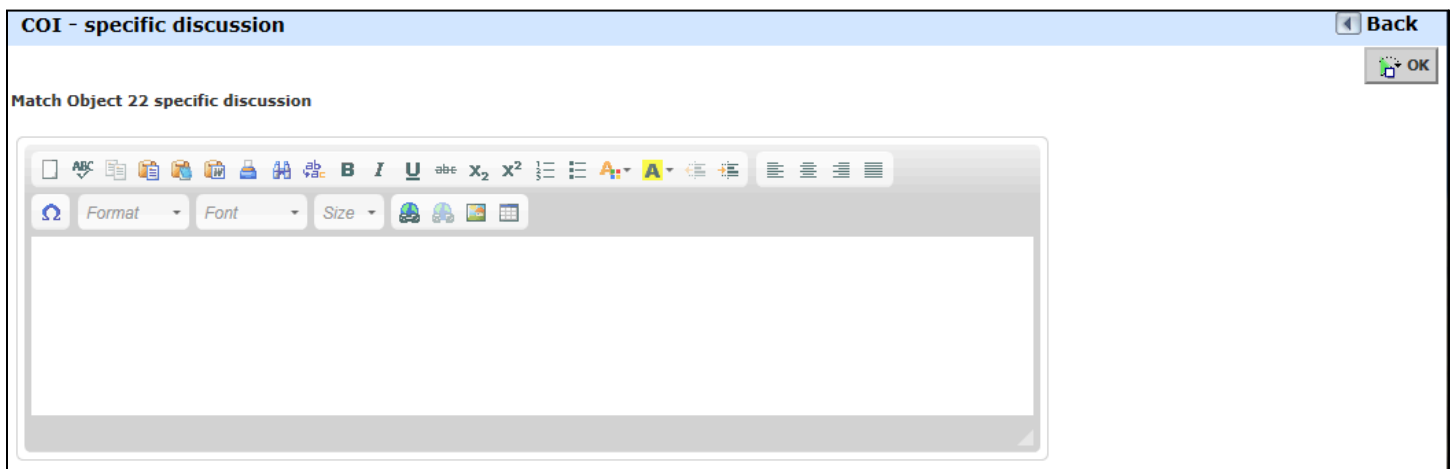
If the comments had been flagged as anonymous or hidden, only the user who added the comments would see their name and/or the comments displayed on this page.

Review Discussion

The Review Discussion can be used to capture information related to the match review. These can be notes from the analyst or any discussion about the conflict that take place during a meeting. Items from the Reviewer Checklist can also be merged into the Review Discussion. The Review Discussion can then in turn be merged into letters and meeting minutes.



To add information to the Review Discussion, click the **Edit Submission Discussion** button.



A new page will open, containing a rich text editor where you can type in or copy and paste your information. When you are finished, click on the **OK** button.

Covered Person: Susan Investigator
 Match Object Number: 000022
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COI - Match Review for Covered Person Susan Investigator Back

Edit Submission Discussion

- Match Summary
- Internal Documents
- Review Assignment
- Correspondence
- Review Checklist & Comments
- Review Discussion**

Review Discussion ⓘ

Specific Discussion about this conflict match.

Your text will be displayed in the Review Discussion table. You can click the **Edit Submission Discussion** button to add to the discussion, if needed.

Meeting Vote

This tab will only populate for your match review if you placed the match onto a full board meeting.

Covered Person: Susan Investigator
 Match Object Number: 000532
 Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator Back

Add Motion Save the Vote Summary

- Match Summary
- Internal Documents
- Review Assignment
- Correspondence
- Review Checklist & Comments
- Review Discussion
- Meeting Vote**
- Outcome

Meeting Vote ⓘ

No Motions have been added.

Use this tab to capture votes for the match review. You can capture the vote at the time of the meeting, or any time afterwards, but before you complete the match review processing. Start by clicking the **Add Motion** button.

COI - Submission Motion Back

Save Changes

"Precanned Motion text" allows you to import text from a pre-defined template.

Precanned Motion text:

Add Canned Language

Rich text editor toolbar with options for text color, background color, bold, italic, underline, font face, font size, bulleted list, numbered list, link, unlink, and text color.

A new page will open with a text editor where you can type in or copy and paste a motion. You can also use precanned motions by selecting a template from the **Precanned Motion text** dropdown list; then, click the **Add Canned Language** button. The precanned language for the motions can be set up in Review Board Administration > System Setup > Setup Canned Motion.

Once your motion is defined in the text editor, click on the **Save Changes** button.

Depending on your review board configuration, the motion you added may or may not be set for anonymous voting. For more details on setting this configuration, please refer to the COI Assistant - Properties manual.

If it is anonymous voting (vote summary), then the screen will appear similar to the screenshot below.

Meeting Vote ?

✖ ✍ Motion to approve the conflict match with the stipulated Management Plan in place.

Number	Vote Type	Comments
<input type="text" value="0"/>	For	<input type="text"/>
<input type="text" value="0"/>	Absent	<input type="text"/>
<input type="text" value="0"/>	Against	<input type="text"/>
<input type="text" value="0"/>	Abstain	<input type="text"/>
<input type="text" value="0"/>	Conflict of Interest	<input type="text"/>
<input type="text" value="0"/>	Not present for Vote	<input type="text"/>

Enter the number of members that voted for a particular vote type in the **Number** text field. After entering the votes, be sure to click the **Save the Vote Summary** button.

If the anonymous voting is off, the added motion will appear as shown below.

Meeting Vote ?

✖ ✍ Motion to approve the conflict match with the stipulated Management Plan in place.

Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
The member voting list depends on the meeting attendance. Please take attendance.							

Attendance will need to be set before voting can take place. If attendance has not been set, the above screen shot will be displayed. If attendance has been set and taken, the list of members present will be displayed (see example below).

Meeting Vote 1

Motion to approve the conflict match with the stipulated Management Plan in place.

Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
For	Board Member, Joe						
Comments:							
For	Board Member, John						
Comments:							

The vote type can be selected in the **Vote** column next to each **Member Name**. Each member’s Gender, Specialty, Relationship to the Institution, Affiliation, Representational Capacity, and Representative of Specific Entity information can also be found under the corresponding columns.

After the votes for the motions have been set, select the **Save the Vote Summary/Save the Members Vote** button. The votes will be saved and can be used to merge into outcome letters (see the COI Assistant – Administration Manual for more information).

Outcome

The Outcome tab allows you to specify an outcome for the match review. After reviews are complete for a conflict match, you will be able to see a summary page of all reviewer checklists and member checklists on this page as well. This page is typically reserved for COI Coordinators. From the Outcome tab, you can select certain items from a reviewer checklist and merge them into management strategies or pull the information into outcome/response letters or meeting minutes.

Covered Person: Susan Investigator
 Match Object Number: 000532
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COI - Match Review for Covered Person Susan Investigator Back

Merge Comments into Review Discussion Save the Submission Outcome

Match Summary

Internal Documents

Review Assignment

Correspondence

Review Checklist & Comments

Review Discussion

Meeting Vote

Outcome

Outcome 1

Review Outcome: --none-- Disclosure Status: --none--

Reviewer Checklist Summary 1

Conflict of Interest Program Review Form

Please indicate type of reviewer

Joe Board Member

COI Program Staff

CRB Member

Ex-Officio CRB Member

Following up on Code of Conduct

COI Program Staff

Matches under review

Joe Board Member

Summary of disclosed matches

Joe Board Member

For the disclosure under review, select all match types included.

When you are ready to set the outcome for the review, select the outcome from the **Review Outcome** dropdown list at the top of the page. The outcomes in the list are configurable and can be set up under Review Board Administration > List Maintenance Setup > Review Outcome/Outcome Configuration List. The outcome you select from this dropdown list will determine the path of the conflict match, whether the conflict is acceptable to the COI Office or if a management strategy needs to be put in place.

You can also make a selection from the Disclosure Status dropdown list, which is configured under Review Board Administration > List Maintenance Setup > Configure Disclosure Status.

Outcome ⓘ

Review Outcome: Approved ▼ **Disclosure Status:** Approved ▼

If you select an outcome of Approved, or another outcome that does not require further action, the page will refresh, and you will have three additional tabs to the left that you can visit: Internal Routing, Outcome Letter and Outcome Sent.

Outcome ⓘ

Review Outcome: Management Plan ▼ **Disclosure Status:** Deferred ▼

If you select a review outcome that indicates a need for a management plan, an additional tab will populate for Management Strategies. You will be able to define any management strategies before sending the management plan to the Covered Person.

Note: The Covered Person will receive a task on their home screen regarding the management plan; see the COI Assistant – For Covered Persons manual for additional details on how this process functions from their side.


The Outcome tab also lists a summary of any reviewer and member checklists completed for this match review.


Reviewer Checklist Summary ⓘ


Review Form Section 1			
			Matched Objects
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COI Member, PH.d
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator
Review Form Section 2			
			How is the COI?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COI Member, PH.d
			Answer to question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator
			Board Member Comments
			Test Question 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COI Member, PH.d
			<input checked="" type="checkbox"/> Option 1
			<input checked="" type="checkbox"/> Option 2
			<input type="checkbox"/> Option 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator

In the Reviewer Checklist Summary table, a list will populate containing the questions from the checklist, and, under that the names of reviewers and board members who completed the checklist. The answers to the questions from the checklist appear underneath the reviewer/board member names.

To the left of the reviewer/member name are three checkboxes that can be used to merge that reviewer/member’s answer into a certain place in the system.

 - The first column will merge the item into the Review Discussion tab. When this is checked next to a question and the **Merge Comments into Review Discussion** button is clicked, this question will be merged into the Review Discussion, minus the reviewer/member name. Anything that is merged into the discussion can be pulled into the meeting minutes, provided the Submission Specific Discussion merge code is used in the meeting minutes template (more is discussed on setting up the minutes later).

 - The second column will merge the item into an Outcome Letter when it is generated, provided the Submission Review Summary merge code is used in the outcome letter template.

 - The third column will take the answer to the question and create a management strategy on the Management Strategies tab. When this is checked next to a question and the **Merge Comments into Management Strategies** button is clicked, the system will create a management strategy using the answer to the question as the management strategy.

At the bottom of the Outcome tab is the Office of General Counsel Outcome dropdown menu. You can select an Outcome from the values in the list, which are configured under Review Board Administration > List Maintenance Setup > Office of General Counsel Outcome List.



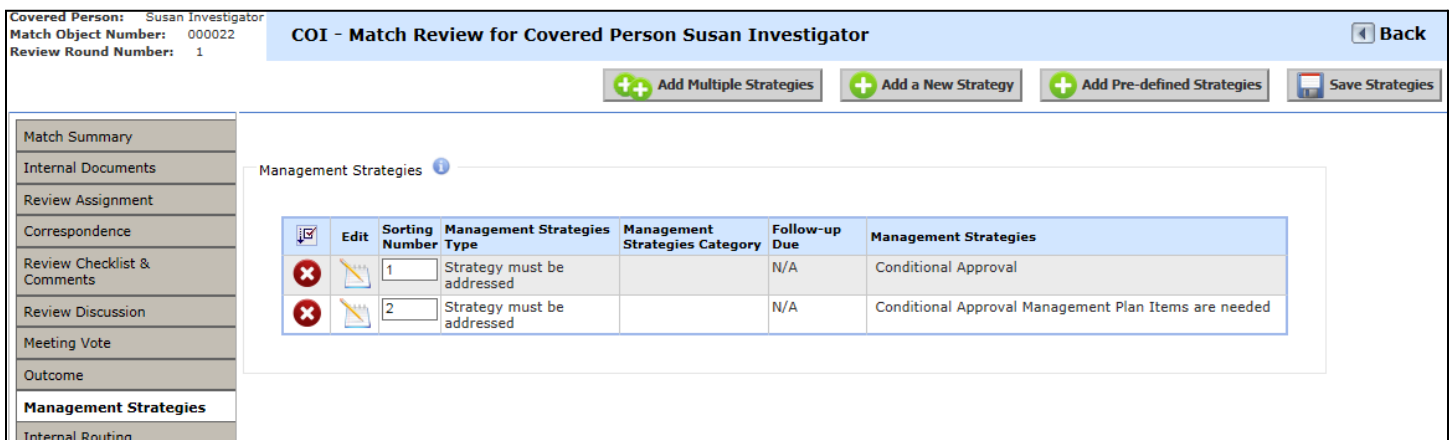
Office of General Counsel ⓘ

Outcome: Management Plan ▼

After setting the outcome and merging the desired items in the checklists, click the **Save the Submission Outcome** button.

Management Strategies

If the Covered Person associated with the conflict match needs to adhere to a management plan and the outcome set in the Outcome tab is one that indicates a management plan is required, this tab will populate in the menu. From this page, you can create the strategies that you want to merge into your management plan.



Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1

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Add Multiple Strategies
Add a New Strategy
Add Pre-defined Strategies
Save Strategies

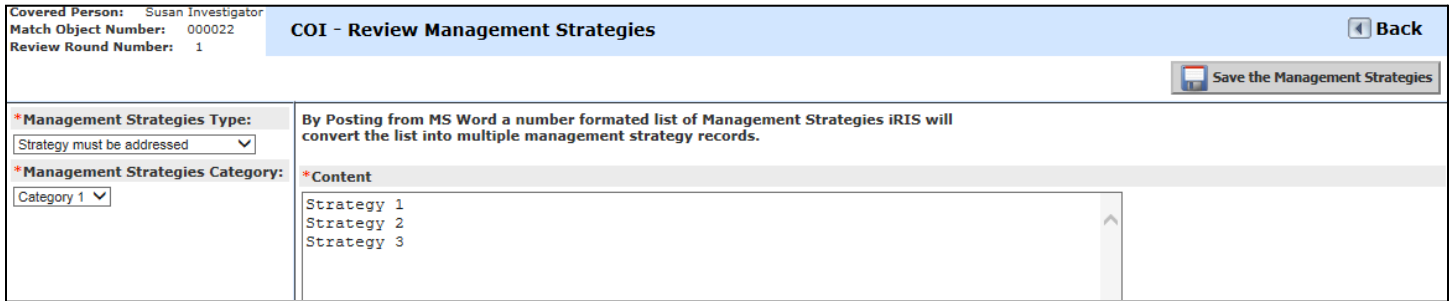
Management Strategies ⓘ

<input type="checkbox"/>	Edit	Sorting Number	Management Strategies Type	Management Strategies Category	Follow-up Due	Management Strategies
<input checked="" type="checkbox"/>		1	Strategy must be addressed		N/A	Conditional Approval
<input checked="" type="checkbox"/>		2	Strategy must be addressed		N/A	Conditional Approval Management Plan Items are needed

There are four ways to populate the page with management strategies.

1. The strategy can be merged in from the Outcome tab. The screenshot above shows a strategy that was merged in using the merge tool in the Outcome tab.

2. **Add Multiple Strategies** – Click this button to add multiple strategies at once.

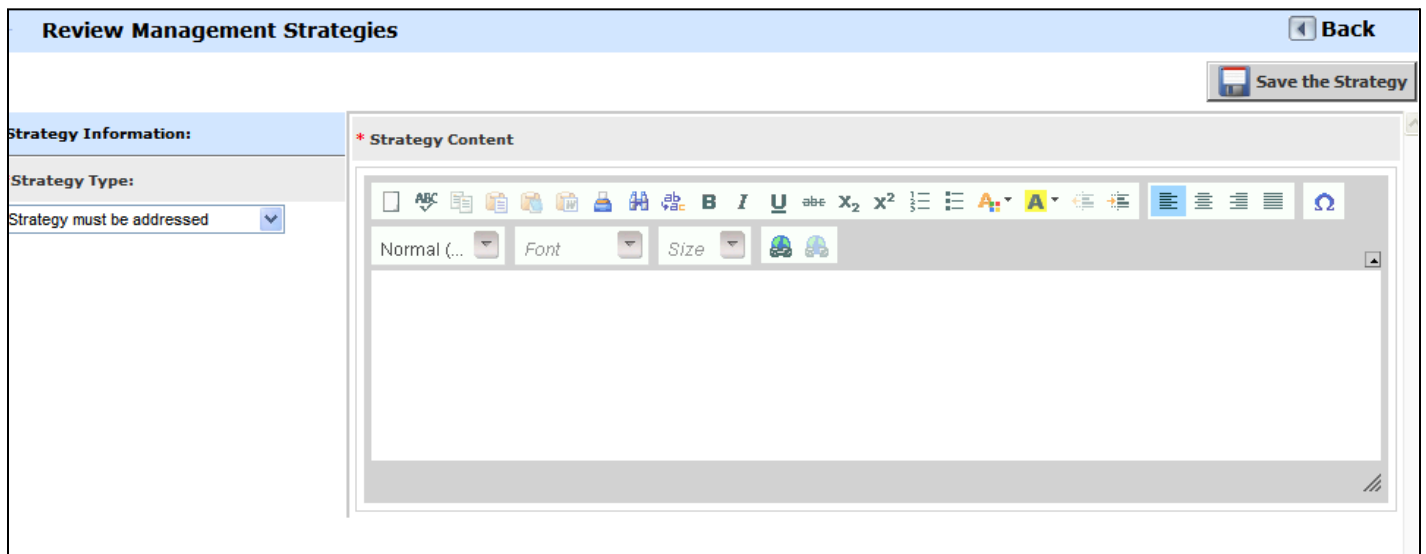


This is a tool used generally when you have a list of strategies in a Word document. You can copy and paste the strategies into the editor provided, select a Management Strategies Type, and then click **Save the Management Strategies** to add all strategies at once.



Each strategy will be created as its own separate record.

3. **Add a New Strategy** – Click to add one strategy at a time.



When you click this button, a new page will open, allowing you to type in or copy and paste the text for the management strategy in a rich text editor. To the left of the editor is a dropdown list allowing you to specify the type for the strategy. There are three types:

Strategy must be addressed – A frequently-used type for many strategies. This means you need the covered person to follow the strategy and respond to the COI office with an acknowledgement.

Comments that must be addressed – When you select this type from the dropdown list, the page will refresh, allowing you to specify a separate follow-up due date. This simply means you need the Covered Person to respond to the item before a certain date, outside of the main management plan follow-up due date (this is assigned when you are sending the management plan to the Covered Person, which is covered later in this document).

*Strategy Type:
 Comments that must be addressed ▼

*Follow-Up Due
 10/02/2013

Comments – Use this type when you want to simply leave recommendations to the Covered Person. The comments would be wrapped up into the management plan and would still need an acknowledgement back from the Covered Person.

4. **Add Pre-defined Strategies** – If you have a list of commonly used strategies, you can define a list under Review Board Administration > List Maintenance Setup > Predefined Strategies.

Covered Person: Susan Investigator
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COI - Review Management Strategies ◀ Back

List of approved canned Management Strategies

2 result(s) found...

<input checked="" type="checkbox"/>	Category	Management Strategies
<input type="checkbox"/>	Category 1	Predefined Strategy #1
<input type="checkbox"/>	Category 1	Predefined Strategy #2

When you click the **Add Pre-defined Strategies** button, a page listing all the predefined management strategies will open. You can select a strategy or multiple strategies, and then click the **Save Selected Strategies** button.

Management Strategies ⓘ

	Edit	Sorting Number	Management Strategies Type	Management Strategies Category	Follow-up Due	Management Strategies
		4	Strategy must be addressed	Category 1	N/A	Predefined Strategy #1

The strategy will be added as a “Strategy must be addressed” type.

Once you have your strategies defined, they will all appear in the Management Strategies table.

You can delete a strategy by clicking the red X icon next to the appropriate strategy record.

Any strategy can be modified after it is created or merged in. Click the icon in the **Edit** column to open the strategy for modifications.

Strategies are displayed in the order you added them. If you would like to reorder them, you can change the numbering in the **Sorting Number** column. Change the numbers, and then click the **Save Strategies** button.

Note: The Covered Person will receive a task on their home screen regarding the management plan; see the COI Assistant – For Covered Persons manual for additional details on how this process functions from their side.

Internal Routing

The Internal Submission Routing tab within a submission is a very useful tool for COI Analysts, who can use this tab to route the conflict match internally, any number of times, all at once. Internal Routing can be used to show a Chairperson a specific match review or to have a specialty reviewer view the conflict match.

Covered Person: Susan Investigator
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Save Routing List

Match Summary
 Internal Documents
 Review Assignment
 Correspondence
 Review Checklist & Comments
 Review Discussion
 Meeting Vote
 Outcome
 Management Strategies
Internal Routing
 Management Plan &

Internal Review Routing ⓘ

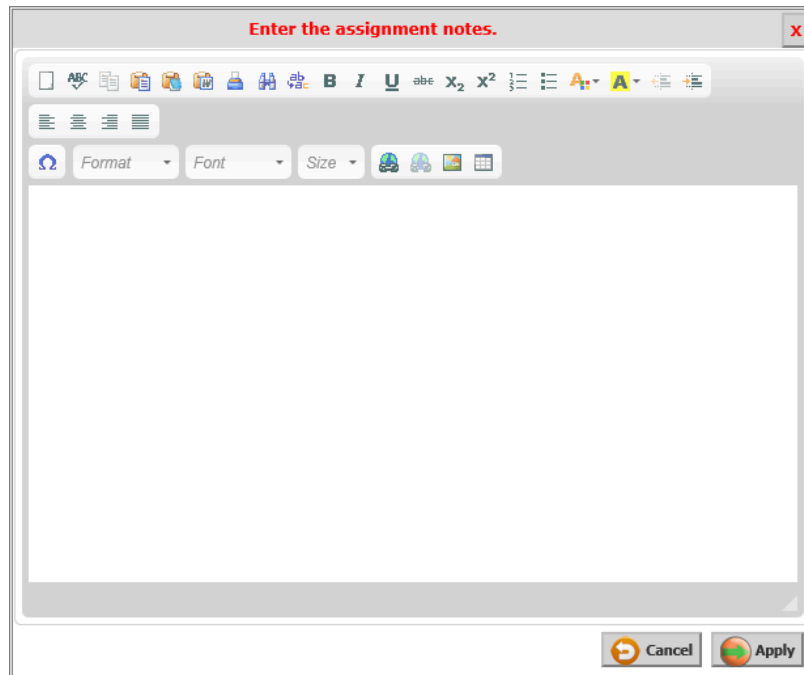
Assignment notes:

Have you completed your selection of required routings? Yes No

+ Add Review Board Routing + Add Non-Review Board Routing

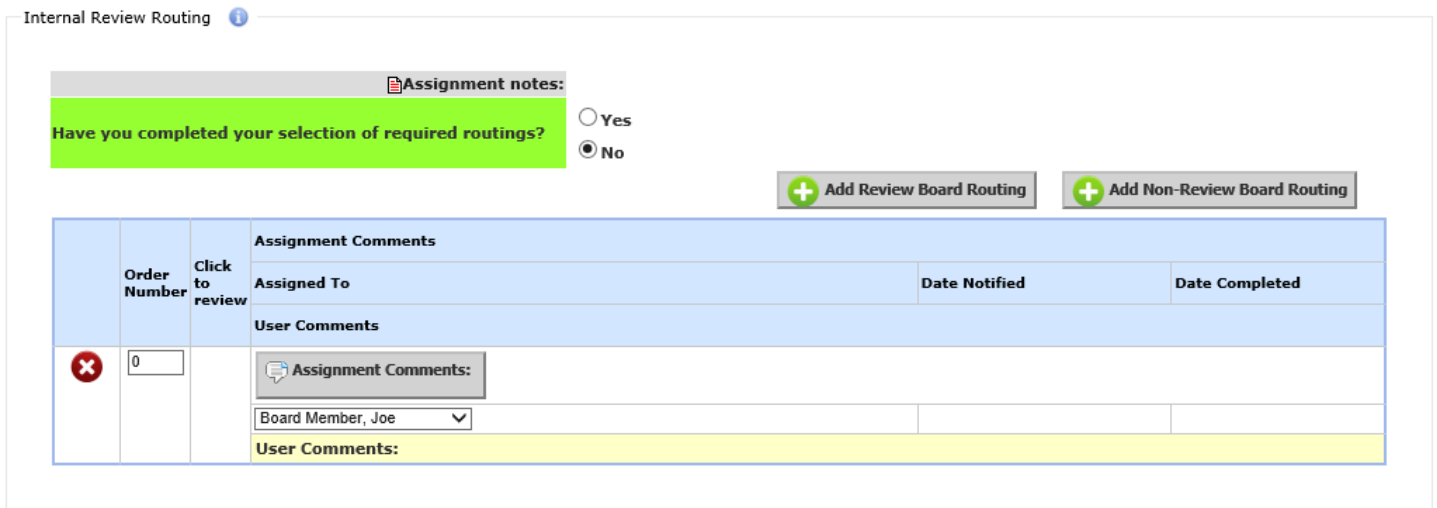
	Order Number	Click to review	Assignment Comments	Date Notified	Date Completed
			Assigned To		
			User Comments		
No Submission Routing entered					

The Internal Routing tab contains a table that first lets you define any notes to pass on to anyone you select for routing. Click the **Assignment notes** link to add these notes.



Underneath the assignment notes is a Yes/No selection. This defaults to No. After you select the routing, make sure you set the selection to Yes and then click the **Save Routing List** button.

The Analyst can compile a list of users needed to complete an internal signoff on the Conflict Match. Review Board Members can be added by clicking the **Add Review Board Routing** button. This will create a row that allows you to choose from a dropdown list of board members on the Review Board.



Non-Review Board members can be added by clicking the **Add Non-Review Board Routing** button. A new page will open, allowing you to use the Search User Directory screen, where a user can be searched and added to the routing.

Search User Directory Back

Save Selected User(s)

Directory
Browse/Find:

Last Name: (You may enter a partial name to search)

First Name:

by Department:

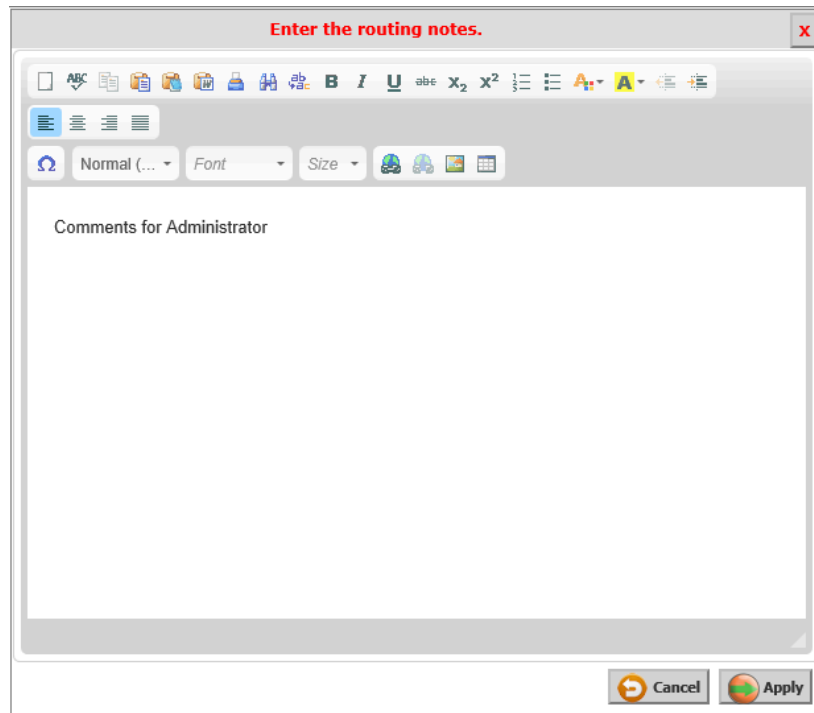
Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Administrator	Department (primary)	

Before completing the list of users to receive the routing task, you can assign reviewer-specific assignment notes to each user. Click the **Assignment Comments** link above the user’s name.

	Order Number	Click to review	Assignment Comments
			Assigned To
			User Comments
	<input type="text" value="0"/>		<div style="background-color: #cccccc; padding: 2px; margin-bottom: 2px;"> Assignment Comments:</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Board Member, Joe</div> <div style="background-color: #ffffcc; padding: 2px; margin-bottom: 2px;">User Comments:</div>
	<input type="text" value="1"/>		<div style="background-color: #cccccc; padding: 2px; margin-bottom: 2px;"> Assignment Comments:</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Administrator</div> <div style="background-color: #ffffcc; padding: 2px; margin-bottom: 2px;">User Comments:</div>

A text editor will open, allowing you to type in or copy and paste your comments. Click the **Apply** button after adding your comments, or click **Cancel** to proceed without adding comments.



Your comments will populate to the right of the **Assignment Comments** link. These comments are specific to the user and will populate in the assignment when the user opens their task.

	Order Number	Click to review	Assignment Comments
			Assigned To
			User Comments
✘	0		Assignment Comments: Comments for Joe Board Member Board Member, Joe
			User Comments:
✘	1		Assignment Comments: Comments for Administrator Administrator
			User Comments:

When the list is compiled and completed, select “Yes” in the **Have you completed your selection of required routings?** field and click the **Save Routing List** button. This will cause an email notification to be sent (if this notification is configured under Review Board Administration) to the user with the *smallest order number* in the list. If the list is not marked as Complete in the Internal Submission Routing tab and Saved, the email notification will not be sent. When the user with the lowest order number completes the assigned routing, the next user in the order on the list will be notified for signoff. This process will continue until the list is completed. Users with the same order number will receive the notification at the same time.

Additionally, if you delete a user that has already been notified, the user with the next order number will be notified. This allows you to keep the submission moving in the event a user does not sign off in a timely manner.

Internal Routing Task

◀ Welcome Joe Board Member (Last Login: 02/09/2017 10:45 AM PST)

Below are your incomplete Conflict of Interest tasks:

Internal Submission Routing Signoff				1
1 task(s) found...				1 - 1
Open	Group Name	Covered Person	Ref Number	Received
		Susan Investigator	532	02/10/2017

When a user is notified of an Internal Routing Signoff assignment and they log into iRIS, there will be a home screen task under the **Internal Submission Routing Signoff** group. Expand the group and click the icon in the **Open** column.

◀ Back

COI - Review validation

List of Match Object(s) for Review 1

Interest 1		Interest 2	
Show Form:		Show Form:	
Covered Person's Name:	Susan Investigator	Covered Person's Name:	General Hospital
Reported Interest Type:	Financial Interest	Reported Interest Type:	Financial Interest
Reported Interest Third Party:	New River Pharmaceuticals	Reported Interest Third Party:	New River Pharmaceuticals
Reported Role:	KDM – Not a Board Member	Reported Role:	Principal Investigator
Reporting Action:	Individual Annual Reporting Form	Reporting Action:	Study Application
Date Submitted:	07/14/2015 10:20:14 AM PDT	Date Submitted:	06/30/2015 3:28:37 PM PDT
Interest Ref Number:	000025	Interest Ref Number:	000014
		Protocol Number:	GH-2015-25
		Study Status:	In Progress

Assigned Reviewers 1

Reviewer Assignment List:

	View Form	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
 Click to view a summary of all reviewers		COI Analyst 1	Member, Frank	Yes	07/14/2015	07/14/2015

This will open a Review Validation page. The page will list out the Match Object(s) under review, list the Assigned Reviewers and give you the ability to view their checklists, show Outcome Letters generated for the review, display Outcome information, and finally, at the end of the page, the Internal Submission Routing information.

The user would review each of these items, and then scroll to the bottom of the page to finish the review.

When all users assigned to the Internal Routing have completed their routing assignments, the analyst of the match review will receive a notification from the system as well as a home page task. When the task is opened, you will be returned to the Internal Routing tab.

◀ Welcome Ann Analyst (Last Login: 02/10/2017 02:10 PM PST)

Below are your incomplete Conflict of Interest tasks:

	Submission Reviewers Complete	1
	Internal Submission Routing Complete	1

1 task(s) found...

1 - 1

Open	Group Name	Covered Person	Ref Number	Received
		Susan Investigator	532	02/10/2017

Internal Review Routing

Assignment notes: General assignment notes

Have you completed your selection of required routings? Yes No

Add Review Board Routing
 Add Non-Review Board Routing

Order Number	Click to review	Assignment Comments		
		Assigned To	Date Notified	Date Completed
User Comments				
0		Assignment Comments: Comments for Joe Board Member		
		Board Member, Joe	02/10/2017	02/10/2017
User Comments:				
1		Assignment Comments: Comments for Administrator		
		Administrator	02/10/2017	02/10/2017
User Comments:				

From here you can see when the users completed their assignments and if they have left any comments. You will also be able to add another user to the routing, if needed.

Management Plan and Outcome Letter

This tab will allow you to create a Management Plan or an Outcome Letter to send to the Covered Person or other individuals as needed.

Note: If the Conflict Match is not being returned for a Management Plan, this tab will read “Outcome Letter.”

Covered Person: Susan Investigator
 Match Object Number: 000022
 Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator Back

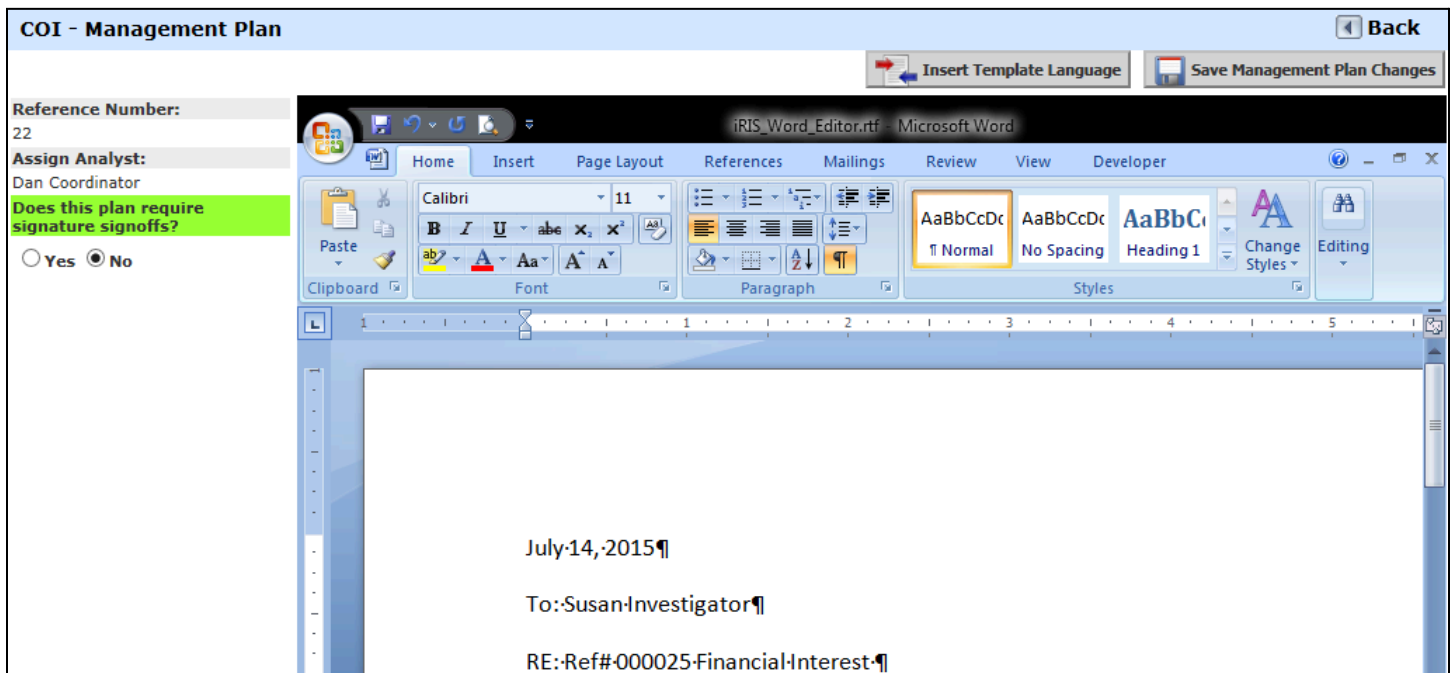
Match Summary Internal Documents Review Assignment Correspondence Review Checklist & Comments Review Discussion Meeting Vote Outcome Management Strategies Internal Routing Management Plan & Outcome Letter Outcome Sent	<p>Management Plan Document ?</p> <p>Select a Plan Template: --none-- v</p> <p style="text-align: right;">+ Create Management Plan</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="padding: 5px;">Delete</th> <th style="padding: 5px;">Send</th> <th style="padding: 5px;">Edit/View</th> <th style="padding: 5px;">Title</th> <th style="padding: 5px;">Signature Required</th> <th style="padding: 5px;">Status</th> <th style="padding: 5px;">Route Signoff</th> <th style="padding: 5px;">Copy</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="padding: 5px; text-align: center;">No Plan have been created for this review.</td> </tr> </tbody> </table> <p>Response Letter ?</p> <p>Select a Letter Template: --none-- v</p> <p style="text-align: right;">+ Create Response Letter</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="padding: 5px;">Delete</th> <th style="padding: 5px;">Send</th> <th style="padding: 5px;">Edit/View</th> <th style="padding: 5px;">Title</th> <th style="padding: 5px;">Signature Required</th> <th style="padding: 5px;">Status</th> <th style="padding: 5px;">Route Signoff</th> <th style="padding: 5px;">Copy</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="padding: 5px; text-align: center;">No Letters have been created for this review.</td> </tr> </tbody> </table>	Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy	No Plan have been created for this review.								Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy	No Letters have been created for this review.							
Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy																										
No Plan have been created for this review.																																	
Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy																										
No Letters have been created for this review.																																	

This page is broken up into two parts, Management Plan Document and Response Letter.

The Management Plan Document can be created to pull in the Management Strategies added earlier.

To create the Management Plan, begin by selecting a template from the **Select a Plan Template** dropdown list in the Management Plan Document area. After the template is selected, click the **Create Management Plan** button.

The management plan templates are created under Review Board Administration > System Setup > Setup Management Plan. You can have as many templates defined as needed.



After clicking the create button, a screen will be displayed with a text editor. The text editor will contain the modifiable version of the management plan.

Note: If you are using a browser other than IE, you will need to use the download and upload button that will be available when you Edit/View the letter or sign off on it. The reason for this is that the plug-in implemented in the browser is not available in Firefox and Safari and other browsers. Thus, our software will adjust to these issues by giving you the option of downloading and uploading the letter when necessary.

To the left of the screen is the match information (**Reference Number** and **Assigned Analyst**). To require signature signoffs for this letter, select "Yes" under **Does this plan require signature signoffs?** When this is done, another field will populate as shown below:

Does this plan require signature signoffs?

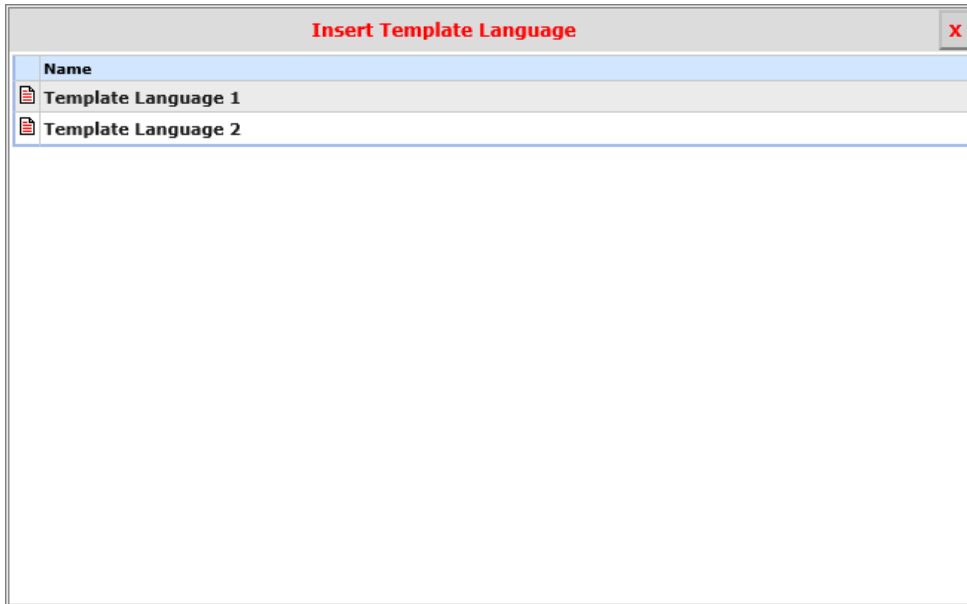
Yes No


Is batch signoff applicable?

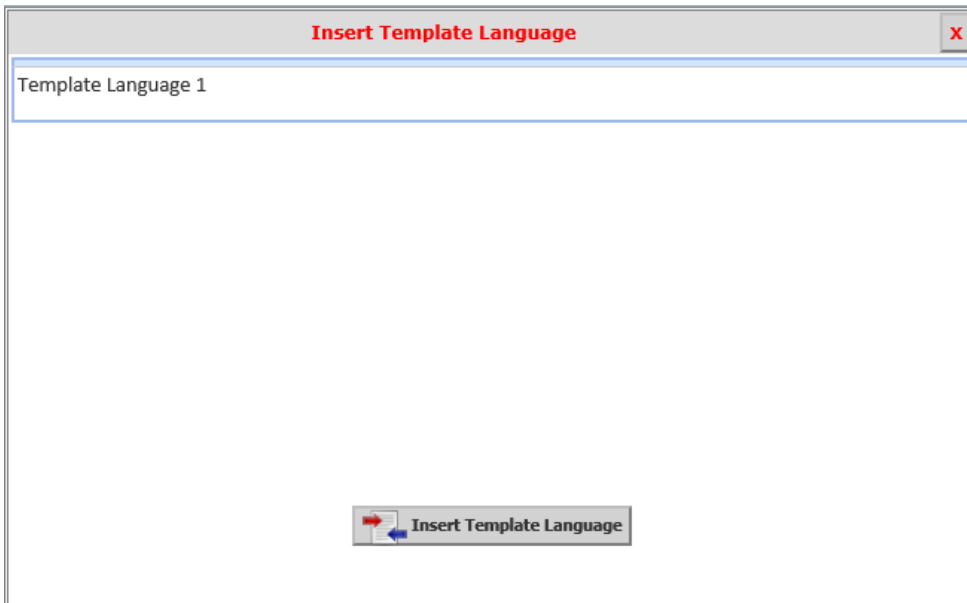
Yes No

Batch signoff allows a user to sign more than one letter at a time. If this is applicable, select "Yes."

Make changes to the content of the letter as necessary. You may also insert templates by selecting the **Insert Template Language** button. First, place your cursor in the letter where you would like the template language to appear, and then click the button.



A list of template language will appear. Template Language is pre-defined under Review Board Administration > System Setup > Setup Template Language. To select the template, click on the  icon next to it. The window will now display the template language, as seen below.



Copy and paste the text into the notification letter, or click the **Insert Template Language** button. After all necessary revisions/additions are made, select the **Save Management Plan Changes** button.

If the signature signoff was set to “Yes,” you will be redirected to the Submission Plan Signoff Routing List page when the save button is clicked (see below).

COI - Submission Plan Signoff Routing List
◀ Back

Add Review Board Signoff
 Add Non-Review Board Signoff
 Delete Selected Signoff(s)
 Save Signoff List

Reference Number: 22

Submission Type: Imputed

Letter Name: Management Plan Letter

Have you completed your selection of required signatures?

Yes

No

	Order Number	Name	Signoff	Approved	Include Signature	Allow Change	Date Received	Date Completed	Comments
No Personnel have been designed to signoff									

There are two ways to add a user to approve and signoff on the letter:

1. **Add Review Board Signoff** – This allows you to choose from any COI board member.

	Order Number	Name	Signoff	Appro
<input type="checkbox"/>	0	<div style="border: 1px solid black; padding: 2px;"> --none-- Administrator Analyst, Ann Board Member, Joe Board Member, Jan Board Member, John Investigator, Susan </div>	◀	

2. **Add Non-Review Board Signoff** – This allows you to choose any user in the iRIS database, regardless of their access to the COI Office.

Search User Directory
◀ Back

Save Selected User(s)

Directory Browse/Find:

Last Name: (You may enter a partial name to search)

First Name:

by Department:

Find


Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Test, Joe	Department (primary)	jtest@imedris.com

After selecting the users required to sign off, their records will appear as shown in the screen shot below.

	Order Number	Name	Signoff	Approved	Include Signature	Allow Change	Date Received	Date Completed	Comments
<input type="checkbox"/>	0	Board Member, Joe	◀		Yes	No			
<input type="checkbox"/>	1	User, Ron	◀		Yes	No			

Order Number – Specifies who will receive the signoff task first. Users with the same order number will both receive the task at the same time.

Name – This is the name of the user (selected from the drop down menu) who must sign the outcome letter.

Signoff  – This column is only useful for the currently logged-in user. An icon will populate in this column for each user. If you are looking at this page and have been selected as the signoff personnel, the icon next to your name will darken and you will be able to sign off on the letter by selecting this icon.

Approved – This area will display the status of the letter after the user has approved or denied it.

Include Signature – If this field is set to “Yes,” the user’s electronic signature will be required when they approve the letter.

Allow Change – If this is set to “Yes,” the user designated for signoff will be allowed to edit the letter.

Date Received – This is the date that the user receives the letter for signature.

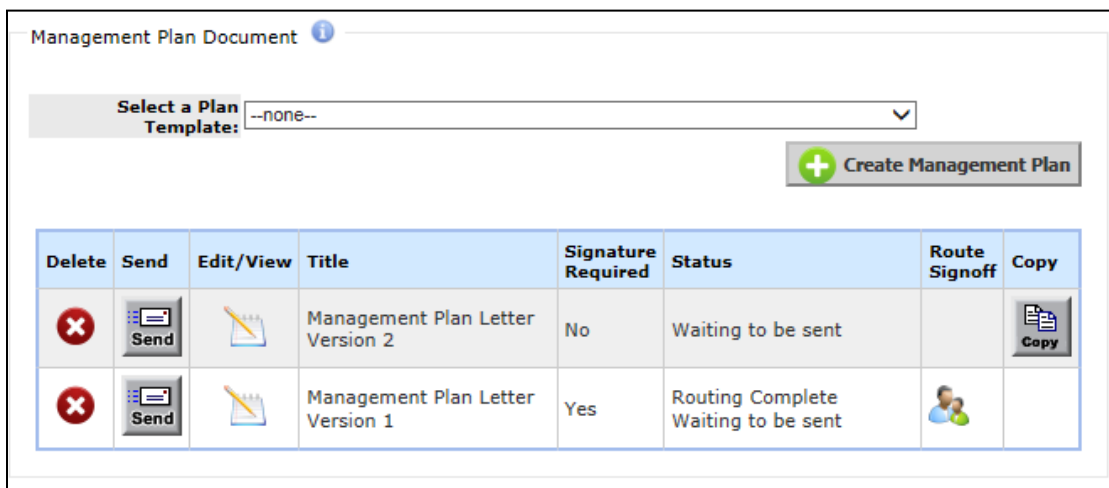
Date Completed – This is the date that the user applies their electronic signature.


Comments – Any comments the user may have entered upon sig off.

Delete Selected Signoff(s) – Delete users selected for signoff by checking the box next to their name and clicking this button.

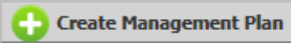
Once all selections are made, click “Yes” in the **Have you completed your selection of required signatures?** field. This will send a notification to the first user selected for signoff. Navigating back to the Management Plan & Outcome Letters screen, you will see the Management Plan that you just created in the list. Other outcome letters can be added in a similar fashion. If the selection of required signatures has been completed, then the **Send** button will be useable. The letter can be deleted by selecting the icon in the **Delete** column. Additionally, the letter can be routed for further signoff by clicking the **Route Signoff** icon. It can also be copied.









When a letter is copied, it is set by default to require no signatures for signoff, and the routing must be set up. In addition to this, the send button will be useable and the status will read **Waiting to be Sent**.



Management Plan Document 

Select a Plan Template:



Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy
			Management Plan Letter Version 2	No	Waiting to be sent		
			Management Plan Letter Version 1	Yes	Routing Complete Waiting to be sent		

You can also generate an Outcome Letter using the dropdown menu in the Response Letter part of the Management Plan and Outcome Letter tab. The templates available in the **Select a Letter Template** dropdown list are configured within Review Board Administration > System Setup > Setup Outcome Letter Templates.

Response Letter i

Select a Letter Template:

+ Create Response Letter

Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy
No Letters have been created for this review.							

The Outcome Letters are generated the same way that the Management Plan Document is created and can also be routed for signatures.

Covered Person: Susan Investigator
 Match Object Number: 000022
 Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator

- Match Summary
- Internal Documents
- Review Assignment
- Correspondence
- Review Checklist & Comments
- Review Discussion
- Meeting Vote
- Outcome
- Management Strategies
- Internal Routing
- Management Plan & Outcome Letter**
- Outcome Sent

Management Plan Document i

Select a Plan Template:

+ Create Management Plan

Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy
			Management Plan Letter Version 1	Yes	Routing Complete Waiting to be sent		

- Match Summary
- Internal Documents
- Review Assignment
- Correspondence
- Review Checklist & Comments
- Review Discussion
- Meeting Vote
- Outcome
- Management Strategies
- Internal Routing
- Management Plan & Outcome Letter**
- Outcome Sent

Response Letter i

Select a Letter Template:

+ Create Response Letter

Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy
			Approval with Management Plan Version 1	Yes	Routing Complete Waiting to be sent		

You can send the Management Plans and letters created on this page, or you can also choose to bundle these items when you send the Management Strategies to the Covered Person in the next tab. Note: If you send the Management Plan Document and Outcome Letter from this page, you will not be able to include them in the bundle.

Outcome Sent

Once you have completed the review process for the conflict match, you will need to send the Management Plan and any other letters to the Covered Person along with any Management Strategies.

Covered Person: Susan Investigator
 Match Object Number: 000022
 Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator Back

- Match Summary
- Internal Documents
- Review Assignment
- Correspondence
- Review Checklist & Comments
- Review Discussion
- Meeting Vote
- Outcome
- Management Strategies
- Internal Routing
- Management Plan & Outcome Letter
- Outcome Sent**

Outcome ⓘ

Review Outcome: Management Plan Required

Follow-up Due:

Review process summary ⓘ

Round Number	Review Process	Meeting Date	Date Received	Date Completed
No Review history for this review.				

Personnel to Receive Notification ⓘ

+ Add Personnel

	Response Required	Name
	<input checked="" type="radio"/>	Susan Investigator

In the Outcome table at the top of the page, the outcome you selected on the Outcome tab will display. If you chose an outcome that would require a management plan, you will be able to indicate a **Follow-up Due** date. If the outcome does not require a management plan, the **Follow-up Due** date field will not populate on this page.

Review process summary ⓘ

Round Number	Review Process	Meeting Date	Date Received	Date Completed
No Review history for this review.				

Under the Outcome table is the Review process summary table. If this is the first round for the conflict match, this table will not populate with any information. Later, if you determine it needs to be reviewed again after a response to management strategies is received. this table will populate with information from the previous round.

Personnel to Receive Notification ⓘ

+ Add Personnel

	Response Required	Name
	<input checked="" type="radio"/>	Susan Investigator

The Personnel to Receive Notification table allows you to specify a user or users who will receive the management plan or outcome letter. The system will auto-populate the Covered Person and flag them as “Response Required” if the

outcome is to send a Management Plan. If the outcome is approved, the Covered Person will default as the primary recipient.

You can have additional recipients listed; these users will also receive a copy of the Management Plan Letter and/or Outcome Letter. Click the **Add Personnel** button.

Search User Directory
Back

Save Selected User(s)

Directory Browse/Find:

Last Name: (You may enter a partial name to search)

First Name:

by Department:

Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Administrator	Oncology (primary)	admin@hgimedris.com

A new page will open, allowing you to search the iRIS database for a user to add. Search and find the user, and then click the **Select User** icon.

Personnel to Receive Notification Add Personnel

	Response Required	Name
	<input checked="" type="radio"/>	Susan Investigator
	<input type="radio"/>	Administrator

The user will be added to the table. You can select more than one user to receive the letter when you save the Outcome Sent tab, but you only indicate that a response is required from one user. This means that the system will create a task on the user’s homepage allowing them to respond to the management plan. Any other user listed here will receive a notification from the system, but not a task. You would typically indicate that the response is required of the Covered Person.

You can remove a user from the table by clicking the red X icon.

Management Plan Document Management Plan

Attach to Response E-mail	Management Plan
<input checked="" type="checkbox"/>	Management Plan Letter

Any Management Plan Documents created in the Management Plan and Outcome Letters tab will populate in the Management Plan Documents area. You will need to click the checkbox next to the document to include it in the response.

Response Letter ?	
Attach to Response E-Mail	Response Letter
<input checked="" type="checkbox"/>	Approval with Management Plan

The Response Letter table will populate with any Outcome Letters you have generated. You will need to click the checkbox next to the letter to include it in the response.

If you have already sent the Management Plan or Outcome Letter from the Management Plan and Outcome Letter tab you will not be able to attach it to the response back to the Covered Person.

Email Notification ?

Email notification template: Response Required + Generate Response Message

The last table on the page is the Email Notification table. Before you can generate a response to the Covered Person, you need to select a template from the **Email notification template** dropdown list and click the **Generate Response Message** button.

The templates in this dropdown list are configurable and are setup under Review Board Administration > Review Board Notification Setup > Response Notifications. You can have any number of templates available, but you are able to select and generate only one for each match.

Email Notification ?

Email notification template: --none-- + Generate Response Message

Rich text editor toolbar: ABC, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Print, Refresh, Font, Size, Link, Unlink, Image, Table.

To: Susan Investigator

RE: 000025 Financial Interest

The COI Office has completed the review for the above conflict match. The office determined that you will need to follow a management plan to comply with any conflict matches reported. Please log in to iRIS to acknowledge this

After generating the template, the rich text editor will populate containing the content of the template. This template can contain merge codes that will pull in information related to the specific match you are processing. You will be able to modify the content by typing into the text editor.

Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator

Back

Save the Response Message

Match Summary

Internal Documents

Review Assignment

Correspondence

Review Checklist & Comments

Review Discussion

Meeting Vote

Outcome

Management Strategies

Outcome

Review Outcome: Management Plan Required

Conflict processing complete:

Follow-up Due: 07/24/2015

Review process summary

Round Number	Review Process	Meeting Date	Date Received	Date Completed
No Review history for this review.				

Once you generate the Response Message, you will have the ability to save the response or complete it. To save your work, click the **Save the Response Message** button. Once you have selected all required information and included the necessary letters to the response, you can complete the process by clicking the **Conflict processing complete** checkbox.

Outcome

Review Outcome: Management Plan Required

Conflict processing complete:

Follow-up Due: 07/24/2015

Review process summary

Round Number	Review Process	Meeting Date	Date Received	Date Completed
No Review history for this review.				

Personnel to Receive Notification

Message from webpage

? Confirm sending the Notification?
By selecting 'OK' signifies that the COI office has completed the review.

This review will be locked until the designated recipients have responded.

OK Cancel

Completing the processing will cause a message prompt. You will need to indicate **OK** to proceed with sending the response. Click **Cancel** to back out of sending the response.

Once you click **OK**, the system will bundle up any Management Strategies and the Outcome Letter and affix them to the email template you generated. The email will be sent to anyone you selected in the **Personnel to Receive Notification** table.

The conflict match will become locked and you will no longer be able to edit it. If you indicated that a management plan is required in the Outcome tab, a new tab, Management Plan Response, will populate underneath the Outcome Sent tab (more is described below). If the conflict match is approved, the screens will still become read-only and the review is complete in iRIS.

Note: In some cases, you will be able to undo the completion of the conflict match: if the match is assigned to a full board review and the meeting minutes for that meeting date have not been finalized, or if the conflict match has been processed Expedited or Administratively Processed, you will be able to uncheck the **Conflict Processing complete** checkbox. Setting the match back to an editable state should only be used for certain cases, as when you complete the process, the letters and response message will bundle to the selected recipients again.

Management Plan Response

Once the Covered Person responds to the Management Plan Response, the Assigned Analyst will receive a home page task in the Conflict of Interest Analyst Assignment – Conflict Response Complete Group.

Conflict of Interest Analyst Assignment - Conflict Response Complete				
1 task(s) found...				1
1 - 1				
Open	Group Name	Covered Person	Ref Number	Received
		Susan Investigator	532	02/14/2017

Opening this task will bring you to the Management Plan Response tab for the conflict match.

Covered Person: Susan Investigator
Match Object Number: 000022
Review Round Number: 1

COI - Match Review for Covered Person Susan Investigator [Back](#)

<ul style="list-style-type: none"> Match Summary Internal Documents Review Assignment Correspondence Review Checklist & Comments Review Discussion Meeting Vote Outcome Management Strategies Internal Routing Management Plan & Outcome Letter Outcome Sent Management Plan Response 	<p>Management Response ⓘ</p> <p>1. Adhere to xyz * Do you accept the Management Strategy? (provide explanation) Response: Yes Response Detail: Will ensure guidelines are followed</p> <hr/> <p>2. Report findings every 3 months. * Do you accept the Management Strategy? (provide explanation) Response: Yes Response Detail: Will report as requested.</p> <hr/> <p>Conflict Resolution ⓘ</p> <p>Status Conflict: <input type="radio"/> Yes it can be closed <input checked="" type="radio"/> No still in progress <input type="radio"/> No must be reviewed again</p>
---	--

This page will summarize the response from the Covered Person in the Management Response table. Any Management Strategies will be listed out, along with how the Covered Person responded to each strategy and any details provided.

After reviewing the Covered Person's response, you can specify how to further process the match review. Specify this process in the Conflict Resolution table. If the response from the Covered Person is satisfactory, select the first radio button, "Yes it can be closed." If you need more time to review the response, leave the selection for "No still in progress". If you need to further process the conflict match, select the "No must be reviewed again" selection. After you make your selection, you must click the **Process Response from COI Response** button.

If you status the conflict to be closed, the system will close out the processing for this match review. No further action is necessary.

If you leave the status to still in progress, the processing will stay with the Management Plan Response tab until you status the conflict differently.

If you indicate that the status must be reviewed again, the system will reopen a new round for the conflict match. The system will direct you to the Match Summary tab of a new review round, or you will be able to find the match review on the Assigned Tab by looking up the Reference Number.

Covered Person: Susan Investigator
 Match Object Number: 000022
 Review Round Number: 2

COI – Match Review for Covered Person Susan Investigator

Back

Match Summary
Internal Documents
Review Assignment

List of Match Object(s) for Review 1

Interest 1	Interest 2
<p>Show Form: </p> <p>Covered Person's Name: Susan Investigator</p> <p>Reported Interest Type: Financial Interest</p> <p>Reported Interest Third Party: New River Pharmaceuticals</p> <p>Reported Role: KDM – Not a Board Member</p> <p>Reporting Action: Individual Annual Reporting Form</p> <p>Date Submitted: 07/14/2015 10:20:14 AM PDT</p> <p>Interest Ref Number: 000025</p>	<p>Show Form: </p> <p>Covered Person's Name: General Hospital</p> <p>Reported Interest Type: Financial Interest</p> <p>Reported Interest Third Party: New River Pharmaceuticals</p> <p>Reported Role: Principal Investigator</p> <p>Reporting Action: Study Application</p> <p>Date Submitted: 06/30/2015 3:28:37 PM PDT</p> <p>Interest Ref Number: 000014</p> <p>Protocol Number: GH-2015-25</p> <p>Study Status: Active</p>

When you open the match review, it will open back to the Match Summary tab. At the top of the page, the Review Round Number reads 2, meaning this is the second round of review for this Conflict Match. You will be able to further process the match review as needed by going to the Review Assignment tab and assigning a review process and reviewers if needed.