
Creating a Conflict Disclosure in the Vanderbilt University Conflict Disclosure System

Introduction

Conflict disclosures must be submitted through the Vanderbilt University Conflict Disclosure System. Below are instructions to help you complete a disclosure.

For questions email: coi@vanderbilt.edu

For additional resources visit: <https://www.vanderbilt.edu/generalcounsel/conflictinterest/index.php>.

Creating a New Conflict Disclosure

1. Visit the Vanderbilt University Conflict Disclosure System at: <https://vanderbilt.ospreycompliancesuite.com/coiriskmanager/>
2. Log in with your VUnetID and password.
3. Use the navigation pane on the left to confirm that you are on the “Home” screen.
4. Look at the section titled “Disclosures I need to complete” and click on the blue button under the “To Do” column. This blue button will say “Fill Out”—or “Finish” if you have previously accessed the disclosure.



- The conflict disclosure form will open. Answer all questions on the form. If you answer “yes” to a question, the form will prompt you to provide more information through additional questions.
Note: Key terms appear in blue text. Hover your mouse cursor over these terms to see definitions.
- A “yes” answer to certain questions may prompt you to provide information in a data grid. Select “Update” to enter data. Be sure to scroll over to the right to view all fields.

Select “Save” when you have completed the grid. You can make multiple disclosures in one grid by selecting “Add Row” if needed.

Please complete data grid fields for each relationship:

| Name of the Publicly Traded Entity: | Person with the relationship: | Description of relationship: | Primary compensation you or your family member receive from this entity (if any): | List any additional type of compensation, if applicable: | Your or your family member's annual income from this entity: | Your or your family member's equity holdings value in this entity: |
|-------------------------------------|--|--|---|--|--|--|
| <input type="text" value="asdf"/> | <input type="text" value="Spouse"/> | <input type="text" value="Employee"/> | <input type="text" value="Equity"/> | <input type="text"/> | <input type="text" value="Over \$5,000"/> | <input type="text" value="Valued over \$5,000"/> |
| <input type="text"/> | <input type="text" value="--Select Option--"/> | <input type="text" value="--Select Option--"/> | <input type="text" value="--Select Option--"/> | <input type="text"/> | <input type="text" value="--Select Option--"/> | <input type="text" value="--Select Option--"/> |

- If at any time you need to leave the form before it is complete, select “Save and Exit” to save any entered data and exit the form. **The form will not auto-save, so please Save and Exit periodically to ensure your work is not accidentally lost.** Once you have answered all questions on the form and you are ready to submit your disclosure, select “Save and Continue.” If you failed to complete any required questions, the form will prompt you to complete them at this time.

Home Questionnaire Welcome, Katherine Bunge
Last logged in on 2021-01-14 | Log Out

Conflict of Interest Disclosure Form

A. Research

Do you engage in sponsored research in your position at Vanderbilt?
 Yes No

- After completing all disclosure questions and selecting “Save and Continue”, you will be prompted to review Acknowledgements and Assignments. Once you have reviewed the materials, indicate your agreement by selecting the checkbox next to “I Agree.”
- If you are ready to submit your form at this time select “Complete Form.” Select “Save and Exit” if you are not ready to submit your form.

Assignments - Check the box below to indicate your agreement.

The Vanderbilt Policy on Technology and Literary and Artistic Works (the "Technology Policy") covers the ownership, protection and transfer of inventions, computer programs and software, and scholarly works made by Vanderbilt faculty, staff and students. It is necessary for such individuals to attest annually to issues related to compliance with the Technology Policy. All capitalized terms used herein are defined in the Technology Policy, which can be found at: (<https://ctc.co/inventors/policies/vu-technology-policy>).

As stated in the Technology Policy, subject to the exceptions set forth below, all rights in technology created by Vanderbilt faculty members, staff members, or students (i) with the use of University facilities or funds administered by the University, or (ii) which fall within the individual's scope of employment, are granted to the University, with income to be distributed in accordance with the terms of that policy. In accordance with the Technology Policy, I hereby assign to Vanderbilt all right, title and interest I now have or will have in the future in and to any patent, copyright and other intellectual property right covering any invention, software or other Technology created or authored by me while employed at Vanderbilt University. I understand that this assignment does **not** apply to my rights in and to Literary and Artistic Works (including rights in scholarly books, articles and other publications, artistic, literary, film, tape, musical works and the like), nor does it apply to inventions made under the exceptions set forth in the Technology Policy for consulting and independent research - Vanderbilt asserts no ownership of such rights.

I Agree

Complete Form

Save and Exit

10. Once you have successfully submitted your disclosure, you will receive a confirmation message with an option to view your completed disclosure.

VANDERBILT UNIVERSITY Home Submission

Welcome, Katherine Bunge Last logged in on 2021-01-14 Log Out

Success

You have successfully completed and submitted your disclosure form.

You may be contacted in the future regarding your submission.

View Disclosure

11. To view all of your submitted disclosures and their review status, use the navigation pane on the left to return to the "Home" screen and select "Show Disclosure History." Select the yellow page link under "View Disclosure" to see your completed form. Note: When viewing your completed disclosure, select "Actions" and "Save as PDF" if you would like a PDF copy of the form.

| HIDE DISCLOSURE HISTORY | | | | | | | |
|--|------------|----------|-----------|----------|-----------|---|--|
| Disclosure Form | Last Saved | Assigned | Submitted | Reviewed | Status | View Disclosure | |
| UAT3 COI Staff - 2021-Conflict of Interest Disclosure Form | 1/14/2021 | 1/6/2021 | 1/14/2021 | | Submitted |  | |
| UAT2 COI Staff - 2021-Conflict of Interest Disclosure Form | 1/13/2021 | 1/6/2021 | 1/13/2021 | | Submitted |  | |

Updating Your Conflict Disclosure

If at any time during the year your circumstances change, you may update your conflict disclosure with new information as needed.

1. Log into the system following the instructions above.
2. Use the navigation pane on the left to visit to the "Home" screen and select "Show Disclosures Available to Update."
3. Select "Update" next to your most recently submitted disclosure and the form will appear with your previous answers populated. Update any of your answers and submit the form following the steps outlined above. An updated version of your form has now been submitted for review.

| HIDE DISCLOSURES AVAILABLE TO UPDATE | | | | | | | |
|--------------------------------------|--|----------|-----------|----------|-----------|---|--|
| To Do | Disclosure Form | Assigned | Submitted | Reviewed | Status | View Disclosure | |
| Update | UAT3 COI Staff - 2021-Conflict of Interest Disclosure Form - V.1 | 1/6/2021 | | | Available |  | |

Signing a Management Plan

If the COI Office determines that a Management Plan is required, you will receive a notification from coi@vanderbilt.edu asking you to log into the COI system and sign the plan.

Please follow the emailed instructions and read the management plan carefully. The text box includes the flagged question(s), types of conflict, and the management plan text.

If you have multiple conflicts requiring management plans, there will be separate plans separated by horizontal lines.

The screenshot displays the 'Plan Details' page in the Vanderbilt University COI system. On the left is a navigation menu with options: Home, Reviewer Center, Dashboard, My Management Plans, Review Disclosures, Case Management, Study Management, Reports, Administration, and Campaigns. The main content area is titled 'Plan Details' and contains two sections for management plans. Each section starts with a question (B1 and B2) and a 'Possible Conflict: SFI' label. Below each question is a 'ManagementPlan:' label, which is highlighted with a red arrow. The management plan text for each section includes instructions on how to handle business relationships and consulting activities. At the bottom of each section is a 'Sign' button. The footer of the page includes the Vanderbilt University logo and the text 'Copyright © 2021 Osprey Software'.

Click “Sign” then “OK” when you are ready to sign the plan. If you have any questions, please direct them to coi@vanderbilt.edu.