



Reviewing & Approving Annual Disclosures

Log into Streamlyne w/ SSO credentials: Link → [Streamlyne Login](#)

- Action Item List will be displayed
- Select ID# with an Action = **APP** (approve) & Type = **KC COI Disclosure**

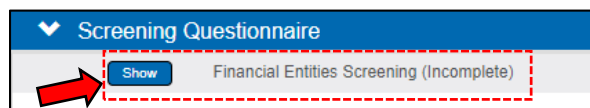
TIP: The Action column (and the other columns) may be used to sort the List by clicking the column heading.

| Action | Id | Type | Title | Route Status | Delegator | Date Created | Group Request | Actions | Log |
|--------------|-------|----------------------------------|---|--------------|-----------|---------------------|---------------|---------|-----|
| F Y I | 14259 | Streamlyne Research Notification | Assigned Review Complete | FINAL | | 10:48 AM 12/11/2020 | | NONE | |
| F Y I | 14269 | Streamlyne Research Notification | Assigned Review Complete | FINAL | | 10:48 AM 12/11/2020 | | NONE | |
| F Y I | 14279 | Streamlyne Research Notification | New Financial Entity Created | FINAL | | 10:48 AM 12/11/2020 | | NONE | |
| F Y I | 14289 | Streamlyne Research Notification | Assigned Review Complete | FINAL | | 10:49 AM 12/11/2020 | | NONE | |
| APP | 14366 | KC COI Disclosure | KC COI Disclosure - 2020 Annual Col - TEST epeacock | ENROUTE | | 10:00 AM 12/14/2020 | | | |
| F Y I | 14369 | Streamlyne Research Notification | Reviewer Assigned | FINAL | | 10:04 AM 12/14/2020 | | NONE | |

- The Annual Disclosure will open
- In Reporter Tab – Review Reporters Training
 - Click on **Show** next to Training to review if their CITI Conflict of Interest Training has been completed and is not past expiration.

| Unit Details | |
|---|-----------------|
| Training | |
| Training Details for [REDACTED] | |
| Description | Expiration Date |
| CITI, Conflicts of Interest (COI), Conflicts of Interest (COI), Refresher Course, 2 | 2023-01-07 |

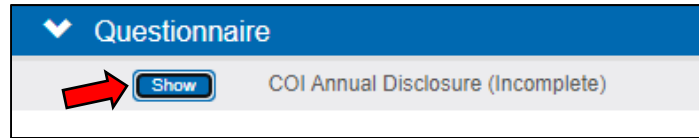
- In the *Screening Questionnaire (Financial Entities Screening)* section, click the **Show** button to note whether the reporter responds Yes - No to disclose any potential Financial Interest related to his or her Institutional Responsibilities.
 - For this Screening Questionnaire and the Questionnaire below (Annual Disclosure), look for inconsistent responses; e.g., a Yes response in the Screening Questionnaire and No responses in the Annual Disclosure Questionnaire – or vice versa. Inconsistencies should result in the program rejecting a Reporter’s attempt to submit the Certification and require the Reporter to correct the responses. Thus, inconsistent responses should not be presented at this Approval stage.
 - The reporter will have to address and correct any inconsistency and if inconsistencies are present, you will disapprove the Annual Disclosure, which will result in notification of Disapproved status to the reporter.
 - The reporter then must correct the disclosure and resubmit by recertifying. Approval and disapproval steps are reviewed below.



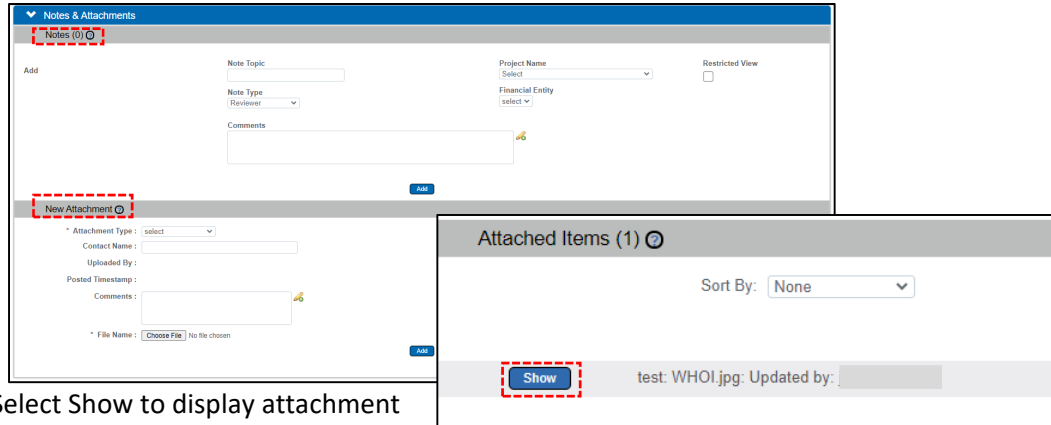
How to Review & Approve an Annual COI/COC Disclosure into



- In the *Questionnaire* section, click the **Show** button to view the responses to the Annual Disclosure Questionnaire for possible inconsistency as noted above.

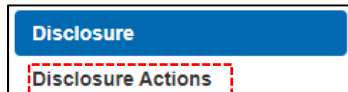


- In the *Notes & Attachments* section, check if the reporter added any notes or attachments.

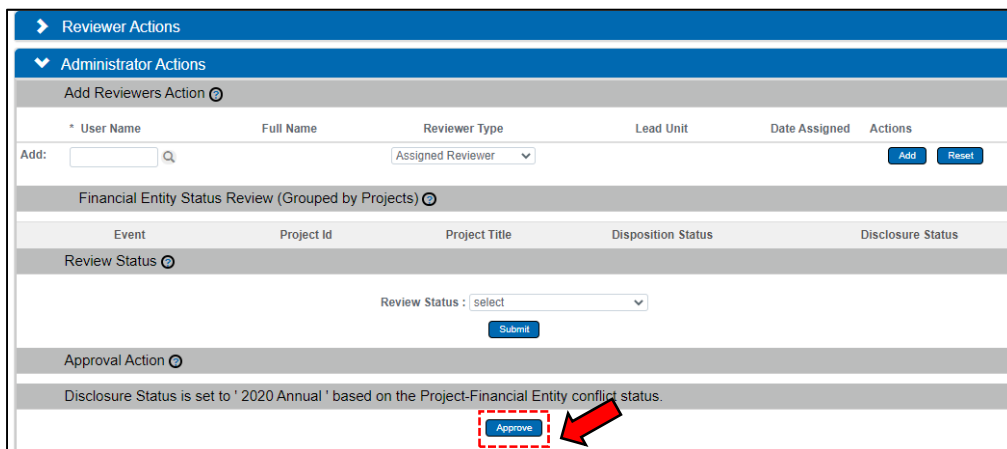


- Select Show to display attachment

- If the reporter indicated **NO** COI in their Screening Questionnaire/Financial Entities Screening and Questionnaire/COI Annual Disclosure, navigate to Disclosure Actions at the top left of screen.



- Select *Administrator Actions* Panel/Drop-Down
- Click **Approve**



- If, as described above, there appear to be inconsistent answers or missing information, the action to **Disapprove** is available at the bottom of the Disclosure tab (not Disclosure Actions).



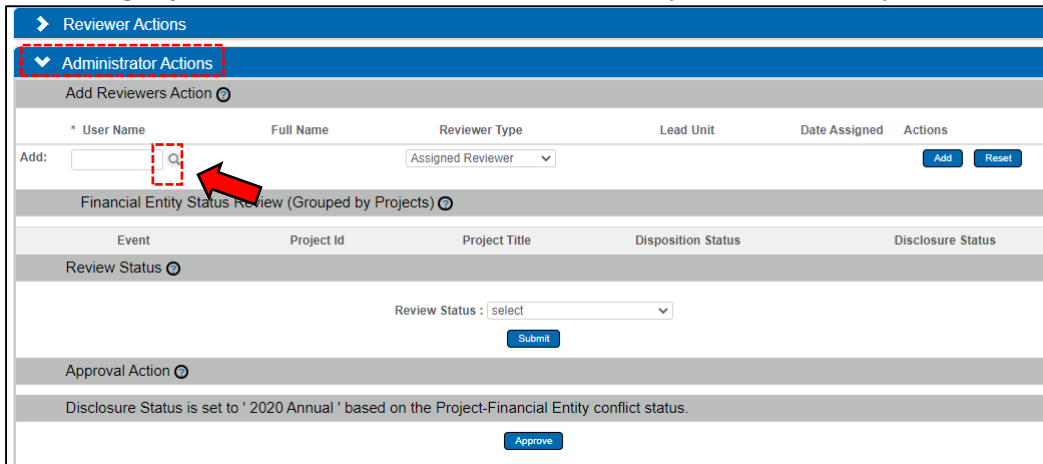
Additional Review Required

- If you are uncertain whether to Approve or Disapprove a submitted Disclosure based on Financial Entity Screening and COI Annual Disclosure Questionnaire responses, or for other reasons believe higher review is necessary, navigate to Disclosure Actions at the top left of screen
 - Proceed with the steps listed below.

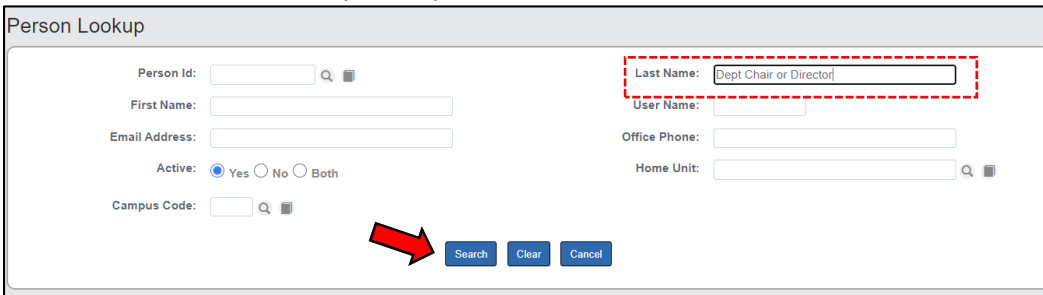


TIP: Because the Questionnaire responses and Financial Entity information are – at this first Annual disclosure stage – simply information that is not yet cross-checked for potential or actual conflicts that may be present for a specific proposal, most appropriate Administrator Actions will be to “Approve”

- Navigate to Disclosure Actions and select *Administrator Actions – Add Reviewers Action* in the Drop-Down
- Select **Magnify Glass** to search for Reviewer – this will open Person Lookup



- In the Last Name field enter your department chair or director & click Search



- Select **Return Value** from results at left below Person Lookup
- Once Dept. Chair or Director is returned Click **ADD** at right and leave Reviewer Type as “Assigned Reviewer”



How to Review & Approve an Annual COI/COC Disclosure into



- Once Reviewer is added Click **Save** at the bottom of the page
- An FYI notification will be sent to the Assigned Reviewer to review further. The Assigned Reviewer may Approve the disclosure, or take other actions.
- Click **Close** to exit disclosure.

TIP: Following any “Close” you will be asked “Would you like to save this document before you close it?” We recommend always selecting “Yes” even if you saved the document immediately before clicking “Close.”