

How to Enter an Annual COI/COC Disclosure into



Annual Disclosures

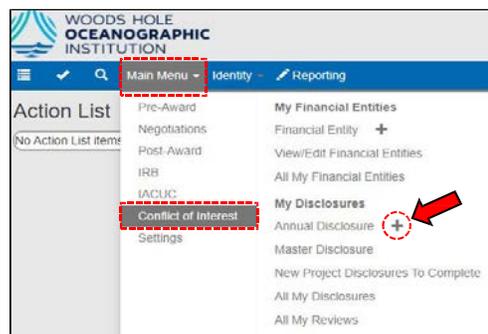
Log into Streamlyne w/ Email Address and Password

- Streamlyne Link → <https://research.whoi.streamlyne.org>

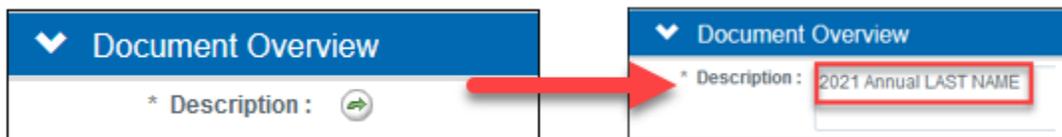


Streamlyne Homepage will open

- Hover over *Main Menu*
- Then hover over *Conflict of Interest*
- Click the + (plus sign) to the right of *Annual Disclosure* to Add a disclosure



- **NEW!** The required Description in the Document Overview will automatically populate when the disclosure is saved. The format is 'Reporting Year Annual Last Name' (e.g., **2021 Annual Smith**).



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- In Reporter Tab / Contact Information – Please review your data (contact, unit, mail stop, and training data)

Reporter

Contact Information

Full Name : JOSEPH VIVAR	User Name : jvivar
Email Address : jvivar@whoi.edu	Office Phone : 508-289-3079
Primary Title :	Directory Title (\$2S) :
Home Unit : 77	School :
Affiliation Type : Administration (Exempt)	Campus Code : WH - Woods Hole Oceanographic Institution
Employee Status : Full Time	Employee Type : Regular
NSF ID :	CITI User Name :
eRA Commons User Name :	Fax :
Pager :	Mobile :
Office Location :	Secondary Office Location :
Address Line 1 : 266 Woods Hole Rd	Address Line 2 : MS#14
Address Line 3 :	City : Woods Hole
County :	State : MASSACHUSETTS
Postal Code : 02543	Country : United States

Unit Details

Training

If any of your contact info. is incorrect please email: hris@whoi.edu

- Click on Show for Training to review if your CITI Conflict of Interest Training is up to date.

Unit Details

Training

Training Details for :

Description	Date Completed
CITI, Conflicts of Interest (COI), Conflicts of Interest (COI), Refresher Course, 2	2020-01-08

- If you have not completed your CITI training or unsure how to please visit: <https://generalcounsel.whoi.edu/logging-into-citi-whoistaff> for more information on how to do so.

- In *Screening Questionnaire* for Financial Entities click the **Show** button and answer the questions.

Screening Questionnaire

Financial Entities Screening (Incomplete)

- In *Questionnaire* for the COI Annual Disclosure click the **Show** button and answer the questions.

Questionnaire

COI Annual Disclosure (Incomplete)

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- In *Certification*, click drop-down
 - Read the information above, as well as the text of, the Certification.
 1. Check the checkbox for Certification
 2. Click Submit

1 Certification - Not yet certified

I certify that I have prepared this Conflict of Interest Disclosure with all due diligence; I certify I have read the above-referenced WHOI conflict of interest and commitment policy; I am exempt under the Office of General Counsel requirements, have completed the disclosure; it is my responsibility to complete an update to my annual disclosure within 30 days of undertaking a new external commitment; to complete a conflict of interest disclosure involving as Key Personnel; and to promptly correct any incomplete or inaccurate information.

Reporter: N/A Certification Date: N/A

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- If you have **NO financial interests and no new or modified financial entities to disclose, once you 'submit' – you're done!**
 - Your disclosure will be routed to your Department Administrator or a COI Administrator for review and approval.

Financial Interests and Entities on the Annual Disclosure

- If you entered Financial Entities previously, they display in the Project & Financial Entity Relationships bar. Review these to make sure all your Financial Interests and Entities are present and accurate for the reporting year.

Project & Financial Entity Relationships

Disclosed Projects (Grouped by Financial Entities)

Click 'Group By Financial Entity' to review your current entered Entities.

Entity Name	Entity Number
<input type="button" value="Show"/> Company I volunteer for	100000075
<input type="button" value="Show"/> gordon consulting	100000158

- If you have indicated a Financial Interest in the Screening Questionnaire but have no entered Financial Entities, when you click Submit within the Certification tab you will be directed to fill out a Financial Entity Details disclosure:
 - The displayed statement will appear:

Based on answers to the screening questionnaire you are required to have at least one active financial entity to submit this disclosure. Would you like to add an active financial entity at this time?

Note: If you select **NO** you will be routed back to your annual disclosure.

- Click **Yes** and you will be redirected to the Financial Entity Disclosure

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Financial Entity Disclosure

- In *Document Overview* Section
 - In Description - fill out this * **required** field.
Suggested: use your Last Name and the Entity Name

A screenshot of the 'Document Overview' section. It features a blue header with a dropdown arrow and the text 'Document Overview'. Below the header, there is a label '* Description : ' followed by a red dashed rectangular box representing the input field. A small yellow pencil icon is visible to the right of the box.

- In *Financial Entity Details* – fill out all data (* indicates **required** field).
 - (Financial Entity Details must be provided for **each** Financial Entity – if you have more than one – you will need to fill out separate disclosures for each one.)
- In *Questionnaire* click the **Show** button and answer all the questions.

A screenshot of the 'Questionnaire' section. It has a blue header with a dropdown arrow and the text 'Questionnaire'. Below the header, there is a blue button labeled 'Show' with a red arrow pointing to it from the left. To the right of the button, the text 'Financial Entity Required Questions (Incomplete)' is displayed.

- In *Relationship Details* – fill out all applicable data
 - (if none, there is no information the Reporter needs to provide for Relationship Details; negative or N/A responses are not required)

A screenshot of the 'Relationship Details' section. It has a blue header with a dropdown arrow and the text 'Relationship Details'. Below the header, there is a 'Hide' button and the text 'Relationship Details'. A table is displayed with columns: 'EQUITY INTERESTS', 'Self', 'Spouse/Domestic Partner', and 'Dependent Child/Step'. The 'Ownership Interest' row has three dropdown menus labeled 'select' and a 'Comments' text area below it.

- In *Attachments* add any necessary documentation (e.g., a consulting agreement, or other documentation related to the interest you are disclosing).

A screenshot of the 'Attachments' section. It has a blue header with a dropdown arrow and the text 'Attachments'. Below the header, there is a grey button labeled 'Attachments' with a circular icon to its right.

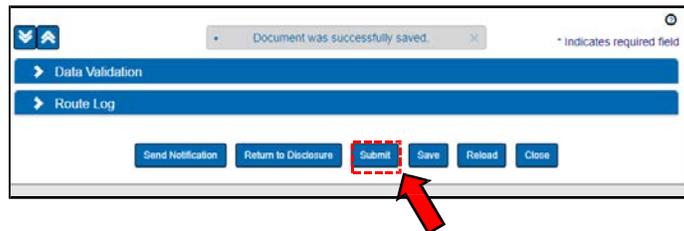
- When the Reporter has completed the Financial Entity section, scroll to the bottom and click 
- Navigate to the top left of the screen and click on **Financial Entity Actions**

A screenshot of the 'Financial Entity' menu. The menu title is 'Financial Entity' with a circular icon to its right. Below the title, there is a blue button labeled 'Financial Entity'. Below that, there is a 'Reporter' label with a person icon. At the bottom, there is a red dashed rectangular box around the text 'Financial Entity Actions' with a red arrow pointing to it from the left.

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- Click the **Submit** button on the bottom of the screen to finalize the disclosure, which will be routed for review as was the Annual Disclosure.



- You will be returned to your Annual Disclosure
- Now you will be able to complete the certification step that was previously unavailable and complete submission of your Annual Disclosure

Adding additional Financial Entities

Note: If you have multiple interests with different financial entities you will need to add an additional Financial Entity disclosure for each interest.

- Navigate and hover over the Main Menu (top left of browser) & Click
- Hover on Conflict of Interest from drop-down
- Next navigate to Financial Entity and click on the + (plus sign) to add an additional financial entity.
 - Follow **Financial Entity Disclosure** steps above to complete
 - Repeat these three steps as necessary
- A notification email will be sent to your Department Administrator (or COI Administrator) once each Financial Entity disclosure is submitted.

