

# Department/Division Reviewers & GoTos

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## Annual Reporting

2015 Annual Reporting season: **January 4 - March 1, 2016**

Once annual reporting has ended, the Conflict of Interest Manager will review submitted annual reports.

- Reports containing 0 disclosures - all reports will automatically be approved and the reportee will receive an automated email concluding the review process.
- Reports containing at least 1 disclosure - all reports will be reviewed by the Conflict of Interest Manager. If a disclosure(s) is deemed a Conflict of Interest the activities will be reviewed by the COI Committee and the COI Manager will provide you with the Committee decision once it has been made. If the disclosure(s) is deemed as a Conflict of Commitment, approval is at the discretion of the department. The decision of a COC by the COI Manager is for information purposes only.

At the end of the review process, each department will receive a report of the prior year's reporting activity. When interactions are reported that have the appearance of a conflict of interest, the HSC Conflict of Interest Committee will provide additional review and make a determination as to whether a real or potential conflict exists.

As a reminder, these reports provide a retrospective accounting of an individual's outside activities in the prior year. Because these activities have already taken place, should a department require an individual to make changes to their outside activities, any adjustments should be for future activities.

## Reporting Summary

Information regarding how to view reporting activity in your department(s) will be displayed here.

*Link: [Reporting Activity](#)*

## Single Disclosures

Once a disclosure is submitted through the iDisclose system, it will be screened by the [Conflict of Interest Manager](#) and then sent for review to your Supervisor, Department Chair or Dean (or equivalent positions for non-faculty). The COI manager will also make determinations if the disclosure is identified as a Conflict of Commitment (**COC**), Conflict of Interest (**COI**), Prior Approval (**PA - Request for Approval of External Employment, Consulting, Board Membership, or Related Activities**) or requires a management plan (**MP**).

When interactions are reported that have the appearance of a conflict of interest, the HSC Conflict of Interest Committee will provide additional review and make a determination as to whether a real or potential conflict exists.

## Review Process - Departments/Divisions

For an overview of how to review a disclosure that has been assigned to you, the reviewer, visit the link below. The review process also provides details on actions that are taken when a disclosure contains a determination of Prior Approval.

*Link: [Review Process](#)*