

# Disclosure Approval Requests: Review Process

- Review and Approve Disclosures
  - Reviewer is notified via email
  - Log into iDisclose
  - Ready for Review
  - Review the Disclosure
    - Assign to a Reviewer
    - Final Approval
    - Disapprove
- Email notifications
- Tips/Reminders
- Legend
  
- Review Process Training PowerPoint-10.2015.pptx
- Video, Review & Approval Routing
- All videos for approval requests
- Word document of this page for printing - [Print this page](#)

Throughout the year, individuals will have the ability to proactively disclose their outside activities of the Health Science Center and requests for approval of External Employment, Consulting, Board Membership, or Related Activities submit such requests via iDisclose.

Once an individual has submitted their request, the COI Manager will receive the submission, review and forward to the appropriate department. If it is deemed as a Prior Approval (Requests for approval of External Employment, Consulting, Board Membership, or Related Activities) the department/division must route the request to the university's Chief Financial Officer (CFO). If the submission is not identified as a Prior Approval, the department/division has the final approval.

## Review and Approve Disclosures

Once the COI manager reviews the disclosure and has made determinations (COI, COC, PA, Mgmt Plan, UTS 180), the COI manager will assign to the next reviewer. The reviewer is determined by the Discloser's department id.

### Final Approvals

1. **Prior Approvals:** If the disclosure was flagged as a Prior Approval, it must be routed to the CFO office. The CFO office will be the final approval.
  1. \*If you are in the [School of Medicine](#), once the department/division has completed their review the Prior Approval (s) must be routed to Gabriel Hernandez
2. **Non-Prior Approvals:** If you are the final approval of your department/division, click 

## 1. Reviewer is notified via email

1. one of two emails will be sent from **UTHSCSA iDisclose System**
  1. **iDisclose – Disclosure – reviewer assignment**
    1. Single Disclosure not including a Prior Approval determination
  2. **iDisclose – Prior Approval – reviewer assignment**
    1. Prior Approval (Requests for approval of External Employment, Consulting, Board Membership, or Related Activities)
2. The email will direct you to log into iDisclose and will include instructions to navigate through the approval process.

## 2. Log into iDisclose

1. From Review Summary, go to either **Disclosures** or **Prior Approval Requests** tab, depending on the email notification you received.
2. [If the COI Manager determined the single disclosure is a Prior Approval, the disclosure will be in the Prior Approval Requests tab.](#)
3. Within each of the tabs you will see **Received/Ready for Review**. Click an available hyperlink to view the disclosure list. (Example: Click All Disclosures)

[Disclosures tab view](#)

**Review Summary**

Annual Reports **0 / 2845**   Disclosures **21 / 12**   Prior Approval Requests **11 / 108**

Received / Ready For Review      Approved / Finalized

All Disclosures **21**      All Disclosures **12**

Prior Approval Requests tab view

**Review Summary**

Annual Reports **0 / 2845**   Disclosures **13 / 0**   Prior Approval Requests **3 / 100**

Received / Ready For Review      Approved / Finalized

All Disclosures **3**      All Disclosures **100**

### 3. Ready for Review

1. **Disclosures or Prior Approvals - Ready for Review** will display all disclosures that are ready to be reviewed by the department/division.
2. Click the view icon to open the disclosure and review its content of the disclosure along with determinations and comments.



Disclosures - Ready for Review view

**Disclosures - Ready for Review**

Approved

Status	Name		\$ Total	Dept ID	Actions
ReadyForReview	Patino-guzman, Karina	University of Texas at ...	\$ 206	G1000	
ReadyForReview	Groff, Amy	iCount 4 Fun	\$ 907	B6400	
ReadyForReview	Patino-guzman, Karina	Accounting Spy, Inc.	\$ 46	G1000	

Prior Approvals - Ready for Review view

**Prior Approvals - Ready for Review**

Approved

Status	Name		\$ Total	Dept ID	Actions
ReadyForReview	Mendoza, Michelle	Marketing Zune	\$ 945	R1000	
ReadyForReview	Mendoza, Michelle	NIH	\$ 1	R1000	

### 4. Review the Disclosure

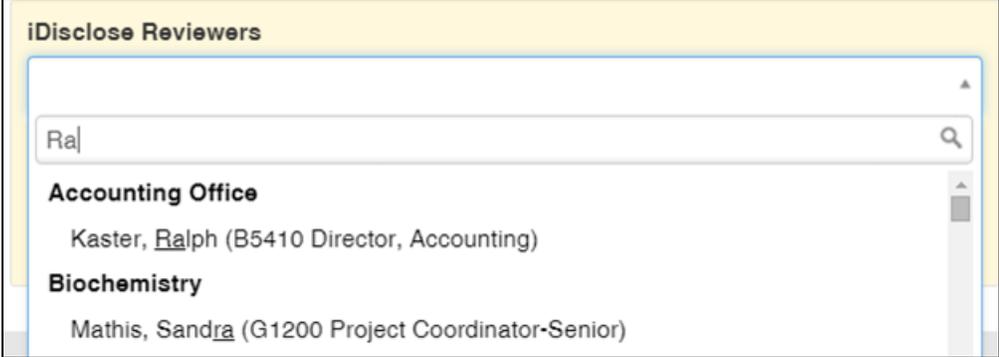
1. Once you are viewing the Disclosure Details, you can:

1. Enter comments or to view the COI Office's comments. Click **Comment** to add comments.
2. Update a determination if this is a COI or COC, click the COI or COC icons. **COI** **COC**
3. View the previous reviewers through, Ledger Summary.
4. Assign to another individual.
5. Send back to the User.
6. Disapprove. \*Note: a comment should be entered before the Disapprove button is clicked.
7. Be the Final Approval (only for Non-Prior Approvals)

## Assign to a Reviewer

1. If another individual in your department is required to review disclosures or disclosures flagged as Prior Approvals (Deans & Chairs) you can route the disclosure to them.  
*\*If you must reroute to the COI Manager, select Zuniga-Rapp, Melanie from iDisclose Reviewers.*

2. Click 'Next Reviewer' button 



3. **iDisclose Reviewers** - individuals already identified and confirmed to review in iDisclose.
4. Select the individual to be assigned.

5. Click 
6. The individual will receive an email notification from UTHSCSA iDisclose indicating they have been assigned as a reviewer.

## Final Approval

1. **Prior Approvals:** If the disclosure was flagged as a Prior Approval, it must be routed to the CFO office. The CFO office will be the final approval.
  1. \*If you are in the [School of Medicine](#), all Prior Approvals must be routed to Gabriel Hernandez once the department /division has completed their review.
  2. **Assign a Prior Approval to the CFO**

1. Only if the disclosure has a determination of **Prior Approval**, the final approval should be the CFO, Andrea Marks, MBA.

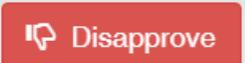
2. To assign to the CFO, click 
3. Locate Marks, Andrea (B5000 VP, CFO) from **iDisclose Reviewers** drop down.

4. Click 
5. The CFO will receive an email notification from UTHSCSA iDisclose indicating they have been assigned as a reviewer.

2. **Non-Prior Approvals:** If you are the final approval, click 

## Disapprove

1. The disclosure can be disapproved by the COI manager, department/division or the CFO.
2. To disapprove, first enter **comments** as to why the disclosure is being disapproved and make available to the Discloser.

3. Click 
4. The individual will receive an email notification from UTHSCSA iDisclose and direct the Discloser to iDisclose to view their disclosure.

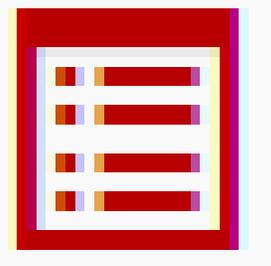
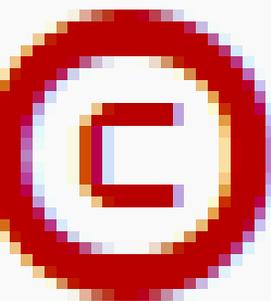
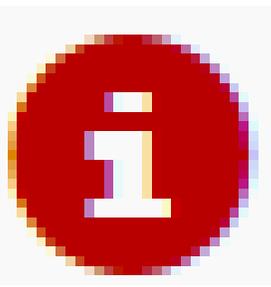
## Email notifications

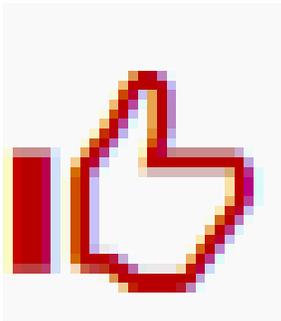
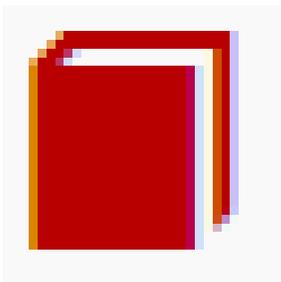
1. **Final Approval** - After **final approval**, the discloser will receive 2 email notices describing actions which have been taken.
2. **Assign Reviewer** - After you select a reviewer to route the disclosure to, the next reviewer you have assigned will receive an email notice indicating action must be taken on either a Disclosure or Prior Approval. That individual will then review the disclosure within their dashboard.
3. **Disapprove actions** – an email notification will be routed to the user (discloser) indicating action has been taken. The notification will direct that individual to log back into iDisclose. At that time, the user can review comments.
4. **Return to User** – an email notification will be routed to the user (discloser). The user will log back into iDisclose and make necessary edits. At that time, the user can review comments if any were entered by the reviewer.

## Tips/Reminders

- The department/division reviewers and the CFO have the ability to route the disclosure back to the COI Manager.
- The department/division reviewers can route the single disclosure to one another as many times as necessary, before forwarding to Gabriel Hernandez or Andrea Marks.
- The department/division reviewers and the CFO have the ability to route the disclosure back to the Discloser, the individual who submitted the disclosure.
- The department/division reviewers and the CFO have the ability to disapprove the request. Prior to disapproving, a comment should be entered in order to communicate back to the Discloser why the request was disapproved.
- Disclosures marked as Prior Approvals must be routed to the CFO. The CFO has the final approval.

## Legend

Actions	Icon	COI Office	Department /Division	Chief Financial Officer
Comment	 	x	x	x
COC - Conflict of Commitment		x	x	
COI - Conflict of Interest		x	x	

PA - Prior Approval		x		
UTS 180	-	x		
Management Plan		x		
Reroute to COI or Reviewer	-	x	x	x
Return to User	-	x	x	x
Final Approval w/ out Prior Approval	-		x	
Final Approval w/ Prior Approval	-			x
Disapprove	-	x	x	x