Conflict of Interest Module

For Researchers

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I: For a General Audience

The first section of the COI Manual contains information for all audiences.

Overview of the COI Module

Streamlyne's COI Module is designed to facilitate the institutional processes that ensure compliance with the federally-mandated regulations that promote objectivity in the design, conduct, and reporting of research by preventing bias due to the financial interests of an investigator. The financial COI module provides a place for researchers to report significant financial interests and disclose any financial interests that could pose a conflict with their research. Reviewers have access to COI disclosures online where their recommendations to manage, reduce, or eliminate conflicts and other comments are preserved. COI administrators have all the tools they need to track disclosures, coordinate reviews, maintain associated correspondence, properly administer disclosures, and manage any perceived conflicts of interest.

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Using This Guide

Please keep the following things in mind as you use this guide:

A Stepwise Approach

These guides are designed to facilitate immediate productivity for new users in a complex and unfamiliar system. To achieve this end, the processes are broken down into manageable sections with the steps to each process laid out sequentially.

By practicing the steps and experimenting in the application at the detail level, you will gain the knowledge you need to master your role or design high-level processes that meet your institution's unique needs.

Navigation and Common Elements

This guide assumes you are familiar with common features and basic navigation as presented in the **Navigation, the Action List, and Common Document Elements** manual. Please use that manual as a companion to this one, as we have tried to eliminate redundancy wherever possible.

Every Installation Is Different

Streamlyne Research is highly configurable. If you are currently in the implementation process, it is likely your institution will perform some level of analysis to identify which features you would like to use, which values you would like to change to reflect your institution's terminology, and which features you will skip altogether.

Given this, the processes detailed in this document are representative of general Conflict of Interest practices and do not necessarily represent the exact manner in which your institution will choose to use the application.

Let's begin!

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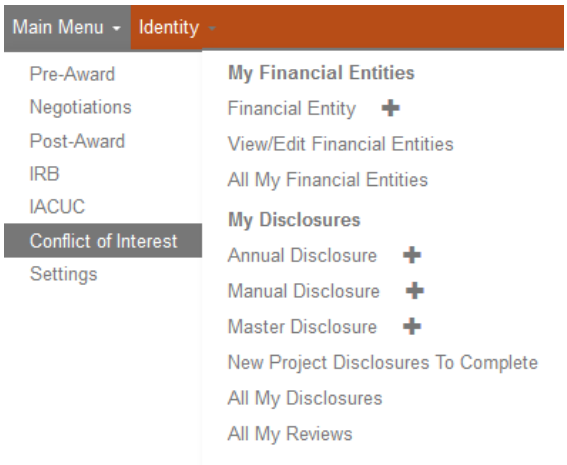
Searching with Conflict of Interest Lookups

To assist you in locating Financial Entities and Disclosures within Streamlyne Research, Conflict of Interest search windows, called lookups, are available from the Main Menu. Access to these lookups depends on the COI roles assigned to you in your Person record, or user profile. Most users at an institution will have Reporter permissions and will only be granted access to their own financial entities and disclosures. Some users will serve as Reviewers, who will only be allowed to access the disclosures assigned to them for review. COI Administrators will have access to all records necessary to complete their assigned administrative functions.

To search for items using Conflict of Interest lookups, simply navigate from the Main Menu to the corresponding Conflict of Interest Lookup as indicated below.

Reporter/Reviewer Lookups

The following lookups are specifically designed for users who are Reporters or Reviewers.



View/Edit Financial Entities

Navigation	**Main Menu > Conflict of Interest > My Financial Entities > View/Edit Financial Entities**

This lookup will generate a list of all of the financial entities that you have ever reported. Search results will include both Active and Inactive Financial Entities. From here, option buttons are made available to View, Edit, Deactivate, or View History of previously reported relationships.

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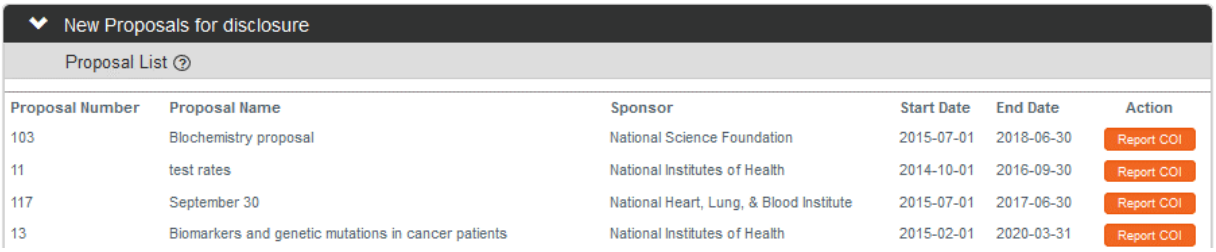
All My Financial Entities

Navigation	Main Menu > Conflict of Interest > My Financial Entities > All My Financial Entities

This lookup is useful to those who wish to quickly search through all of their financial entities. Simply click the Search button to generate a list of all the financial entities that you have ever reported. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

New Project Disclosures to Complete

Navigation	Main Menu > Conflict of Interest > My Disclosures > New Project Disclosures to Complete



As configured by your institution, this lookup displays all of the reporter's projects within Streamlyne where a required COI disclosure submission remains outstanding. A proposal, award, IRB protocol, or IACUC protocol document generated within the Streamlyne suite would represent a project that could require a COI disclosure. Typically, all key personnel on a project will need to disclose potential conflicts of interest.

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All My Disclosures

Navigation	Main Menu > Conflict of Interest > My Disclosures > All My Disclosures

This lookup allows reporters to quickly search for all of the disclosures they have started or submitted. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button

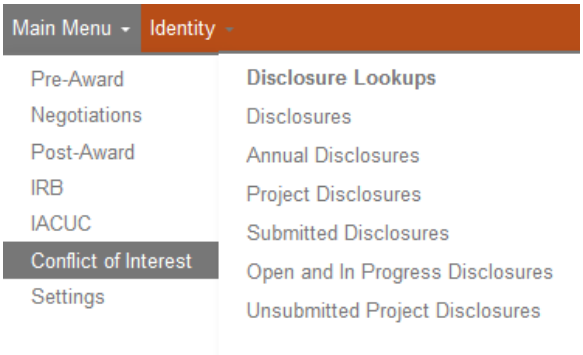
All My Reviews

Navigation	Main Menu > Conflict of Interest > My Disclosures > All My Reviews

This lookup is useful for reviewers assigned to review COI disclosures. The lookup returns all Disclosure documents assigned to the signed-on user. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

COI Administrator Lookups

The following lookups are specifically designed for users who are Conflict of Interest Administrators.



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Disclosures

Navigation	Main Menu > Conflict of Interest > Disclosure Lookups > Disclosures

This COI Administrator lookup will generate a list of all disclosure documents, including in-progress disclosures. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

Annual Disclosures

Navigation	Main Menu > Conflict of Interest > Disclosure Lookups > Annual Disclosures

This COI Administrator lookup will generate a list of all Annual Disclosures, regardless of the disclosure status. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

Project Disclosures

Navigation	Main Menu > Conflict of Interest > Disclosure Lookups > Project Disclosures

This COI Administrator lookup will generate a list of Project Disclosures, regardless of the disclosure status. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

Submitted Disclosures

Navigation	Main Menu > Conflict of Interest > Disclosure Lookups > Submitted Disclosures

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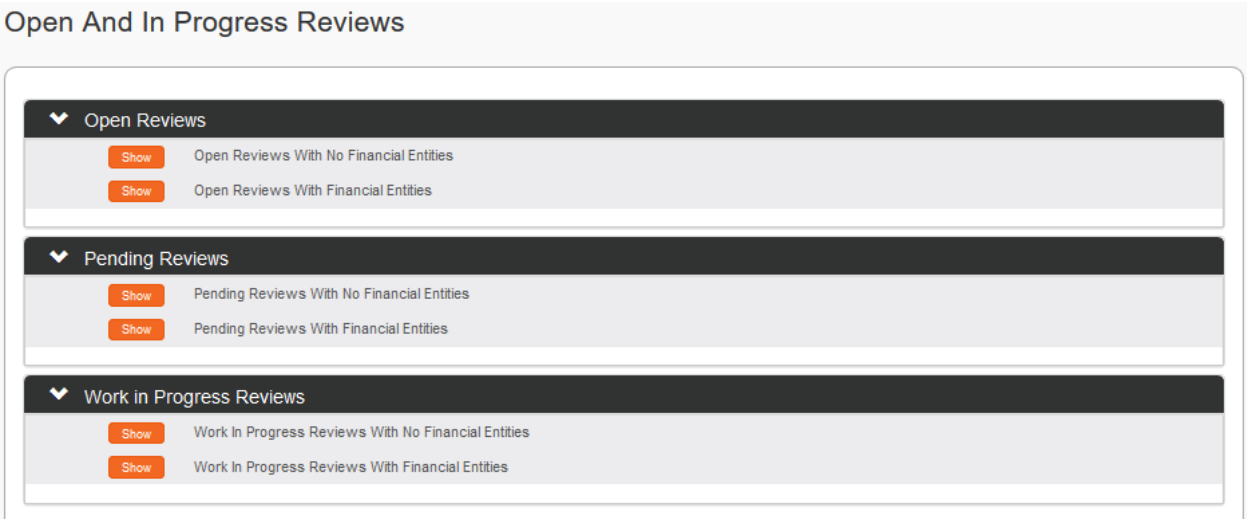
This COI Administrator lookup will generate a list of all submitted disclosure documents, regardless of the disclosure status after submission. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

Open and In Progress Disclosures

Navigation	**Main Menu > Conflict of Interest > Disclosure Lookups > Open and In Progress Disclosures**



This COI Administrator lookup displays a dashboard of all Disclosure Reviews that have been assigned but not yet completed. The disclosure documents under review are grouped first by Review Status. Within each grouping, the system separates reviews with no Financial Entities (and therefore no conflict) from reviews with Financial Entities. Click the Show buttons to access the list of documents that fall within each subgrouping. Click the hyperlinked Document ID to open the Disclosure. You may also Print or Approve disclosures from within this lookup.

Unsubmitted Project Disclosures

Navigation	**Main Menu > Conflict of Interest > Disclosure Lookups > Unsubmitted Project Disclosures**

This COI Administrator lookup will generate a list of all Unsubmitted Project Disclosures, allowing the administrator to quickly assess all reporters who need to submit Project Disclosures, but have

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not done so. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

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II. For COI Reporters

This second section provides a step-by-step guide for COI Reporters to 1) report relationships with Financial Entities and 2) prepare and submit COI Disclosures in Streamlyne Research.

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Reporting Relationships with Financial Entities

Streamlyne Research delivers functionality that allows users to self-report significant financial interests (SFIs) with any entity at any time via the Financial Entity document. The Financial Entity document is independent of the Disclosure documents available in Streamlyne Research. The Financial Entities document is designed to enable a user to disclose new financial relationships as those relationships form, or update and/or inactivate existing relationships as they evolve over time.

Active financial relationships documented on Financial Entities documents are automatically included on Disclosure documents, whether the disclosures are a part of the annual disclosure cycle or precipitated by a Proposal, Award, Protocol, travel, or other event.

Creating a New Financial Entity

Navigation	**Main Menu > Conflict of Interest > My Financial Entities > Financial Entity > +**

Follow these steps to create a new Financial Entity document:

1. Access a new document via the following navigation:

Main Menu > Conflict of Interest > My Financial Entities > Financial Entity > **+**

Result Streamlyne Research displays the document open to the Reporter section of the Reporter tab.

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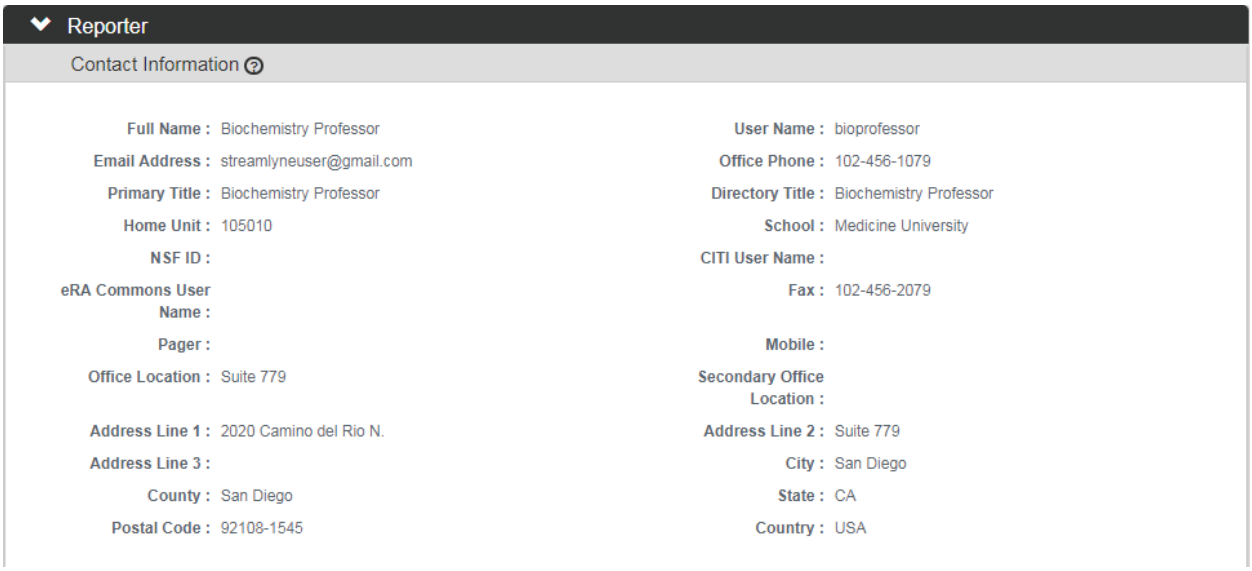
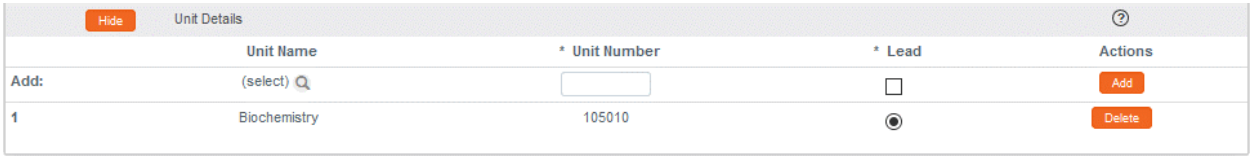
Updating the Reporter Tab

Reporter Tab > Contact Information



The Contact Information subsection of the Reporter tab displays read-only data pulled from the signed-on user's Person record. If the data in this section is incorrect, contact a Streamlyne Administrator.

Reporter Tab > Unit Details



1. Scroll down to the Unit Details subsection if it is not already visible on the screen.
2. Streamlyne Research displays all Units that the user is associated with as indicated on his or her Person record. The user's Lead Unit is marked as such in the **Lead** column.

   If this information is correct and complete, skip to the next process.

   If this is not the correct Lead Unit, or if the user is working with an additional Unit that is not included here, click the magnifying glass in the **Unit Name** column on the **Add:** line to search for and select the desired Unit.

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3. Click the Add button to record the new information on the Financial Entities document.

4. Repeat Steps 2 and 3 until all new Units are included on the Financial Entities document.

5. If the Lead Unit is not correctly marked in the **Lead** column, uncheck the corresponding checkbox for the incorrect Unit and check the corresponding checkbox for the correct Lead Unit.

Note Adding, editing, or deleting Unit information on the Financial Entity document will not update the same information on the corresponding Person record.

If you edited Unit information in Steps 2 through 4, contact your HR Administrator to update the same information in the corresponding Person record.

Updating the New Financial Entity Tab

New Financial Entity Tab > New Financial Entity

1. To document a relationship with a new financial entity, click the tab header to access the New Financial Entity tab.

Result The New Financial Entity sections and subsections fully expand when you access the corresponding tab. The New Financial Entity subsection is used to record contact information for the organization.

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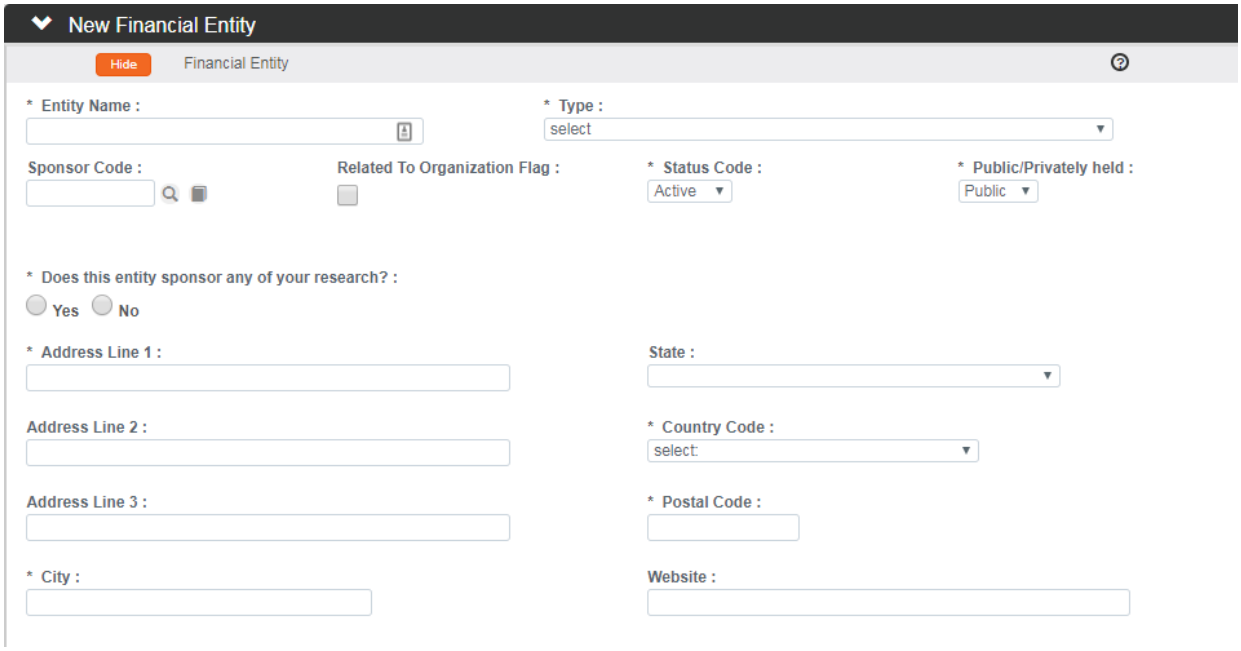

2. Before hand-keying the contact information for the new entity, check to make sure the data does not exist as a Sponsor record.

Click the magnifying glass next to the **Sponsor Code** field to search for the name of the entity with which you have a financial relationship. If the entity exists as a Sponsor record, select the record to populate the entity's contact data to the document.

3. If necessary, enter or correct the full legal name for the organization in the **Entity Name** field.

4. Click the arrows next to the **Type** field, and then select the most appropriate description of the entity's type from the dropdown list.

5. If the entity is related to your institution, click the **Related to Organization Flag** checkbox.

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Note The **Status Code** defaults to Active, indicating that your relationship with this financial entity is currently active. This is the appropriate setting for new records.

6. The **Public/Privately Held** flag defaults to Public.

If the entity is a privately held organization, update this field by toggling to Private.

7. The next prompt directly asks: **Does this entity sponsor any of your research?**

Answer truthfully by clicking either the Yes or No radio button.

8. If you selected a Sponsor record in Step 2, all fields containing entity contact data should have auto populated to the Financial Entities document. If so, and if the information appears to be correct, skip to the next process.

Otherwise, enter the entity's address information into one or more of the **Address Line** fields, beginning with **Address Line 1**.

9. Select the entity's **State** from the dropdown list.

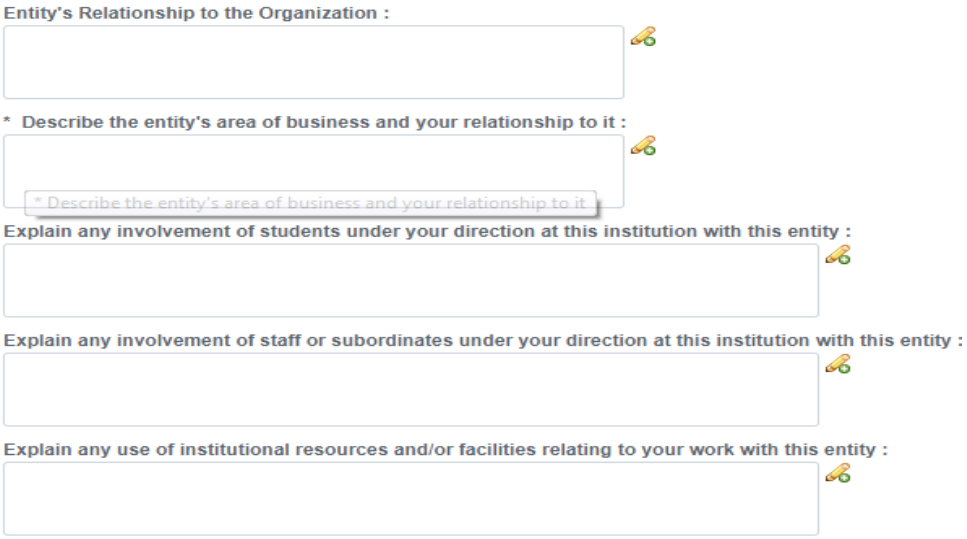
10. Select the entity's **Country Code** from the dropdown list.

11. Enter the entity's zip code into the **Postal Code** field.

12. Enter the entity's **City** into the field provided.

13. Enter the entity's web address into the **Website** field.

Note Any data entry performed here, whether pertaining to new entities that do not exist as Sponsor records, or changes to an entity's contact data where a Sponsor record exists, will not be updated back to the Sponsor record.



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The bottom half of the Financial Entity subsection prompts you to describe the nature of your relationship to the entity via a series of open-ended questions. In this section, you may hand-key your answers directly into the field, you may cut and paste your answers from another document, or you may click the pencil icon next to each field to open up a text editor pop-up window.

There is one required question that must be completed indicated with an asterisk (*). Complete the required and applicable questions fully and truthfully before moving on to the next section.

New Financial Entity Tab > Relationship Details

The exact nature of the reporter's relationship to the financial entity is defined in the Relationship Details section.

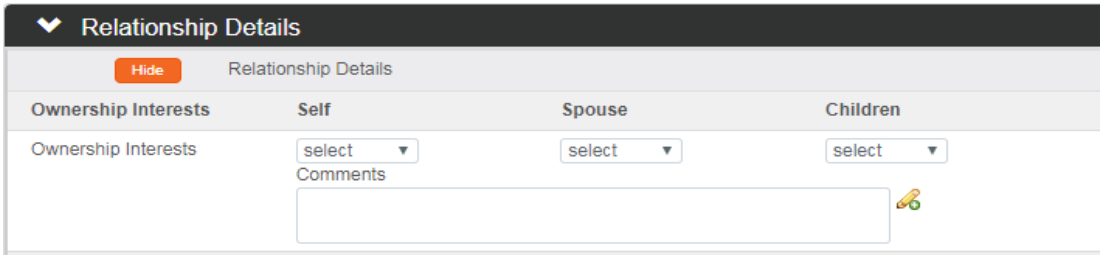
As you move through this section, keep in mind that the Relationship Details section is a completely configurable data matrix. Your institution will define all elements of this section, including:

- The Relationship Types that report (Self, Spouse, Children, Students, Other)
- The Relationship Categories for which data will be collected (Ownership Interests, Office & Positions, etc.)
- The kind of responses that should be collected from the reporter (checkbox, Yes/No radio button, custom dropdown list, freeform textbox.)

Sub Tab > Ownership Interests

The Ownership Interests subsection of the Relationship Details panel prompts for information regarding any ownership stake that you, your family members, or your students may have in the new financial entity.

1. Click the section header to expand the Relationship Details section.



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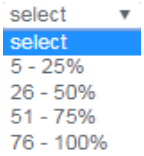

2. If you (**Self**), your **Spouse,** your **Children,** your **Student,** or any **Other** relation to you has an ownership stake in the financial entity, click the dropdown arrow under the corresponding column(s) and then select the percentage range that best represents your or the other person's ownership stake.

Note Note that any percentage under 5% (five percent) is not considered an ownership stake. If you or any other relation has less than a 5% ownership stake (0% - 4%) in the company, you do not need to indicate this on the document.

3. Enter any **Comments** relevant to Ownership Interests that should be preserved for future reference.

Sub Tab > Offices & Positions

The Offices & Positions subsection of the Relationship Details panel prompts for information on any title or position that you, your family members, or your students may hold within the new financial entity.

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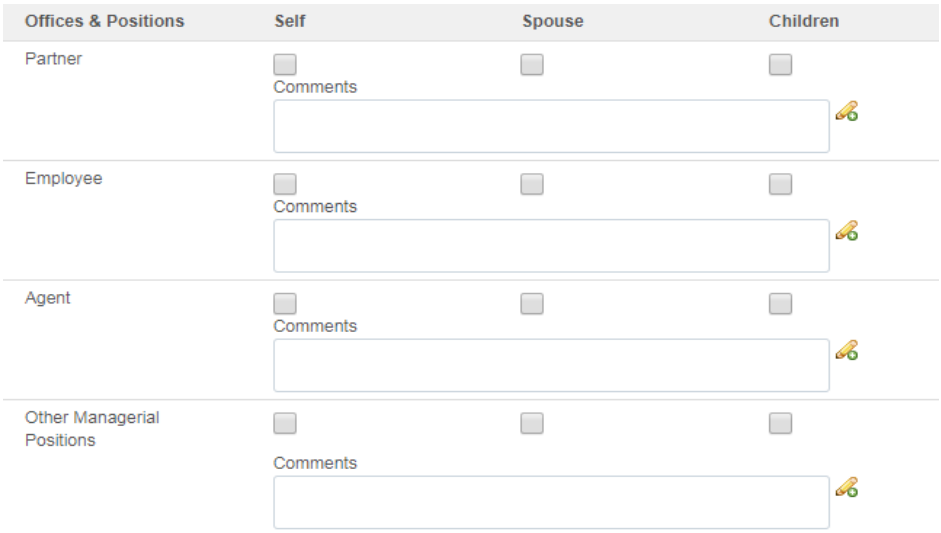

1. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation to you holds a Partner position within the financial entity, click the corresponding checkbox(es).
2. If you indicated that someone holds a Partner position, enter further details in the **Comments** field.
3. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation is an Employee of the financial entity, click the corresponding checkbox(es).
4. If you indicated that someone holds an Employee position, enter further details in the **Comments** field.
5. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation is an Agent of the financial entity, click the corresponding checkbox(es).
6. If you indicated that someone acts as an Agent for the entity, enter further details in the **Comments** field.
7. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation holds a Managerial Position within the financial entity, click the corresponding checkbox(es).
8. If you indicated that someone holds any other Managerial Position within the entity, enter further details in the **Comments** field.

Sub Tab > Remunerative Activities

The Remunerative Activities subsection of the Relationship Details panel prompts for information on any compensation that you, your family members, or your students may have received from the entity.

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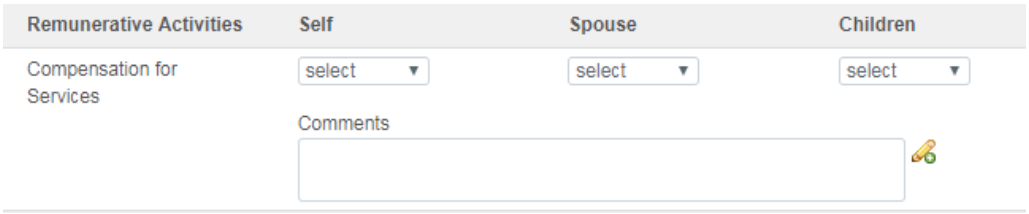
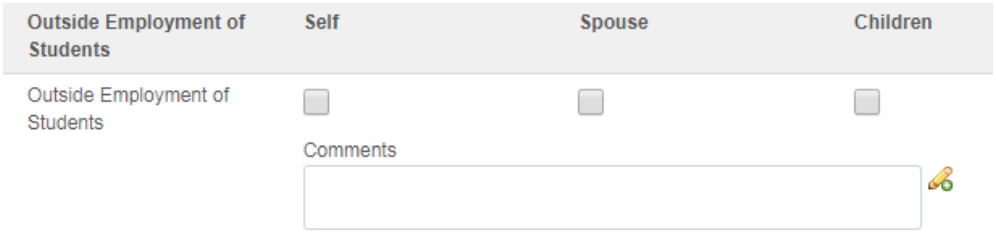


1. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation to you received financial compensation from the financial entity, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the amount of compensation received by each checked relation.

2. If you indicated that one or more persons received financial compensation, enter further details in the **Comments** field.

Note Note that compensation received that is less than $10,000 (ten thousand dollars) is not considered necessary to report.

Sub Tab > Relationship Details > Outside Employment of Students



1. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** facilitated the financial entity's employment of students from your institution, click the corresponding checkbox(es).

2. If you indicated that one or more persons facilitated student employment, enter further details in the **Comments** field.

Sub Tab > Creator of Intellectual Property

The Creator of Intellectual Property subsection of the Relationship Details panel prompts for information on any royalty income or intellectual property rights that you, your family members, or your students may be entitled to from the new financial entity.

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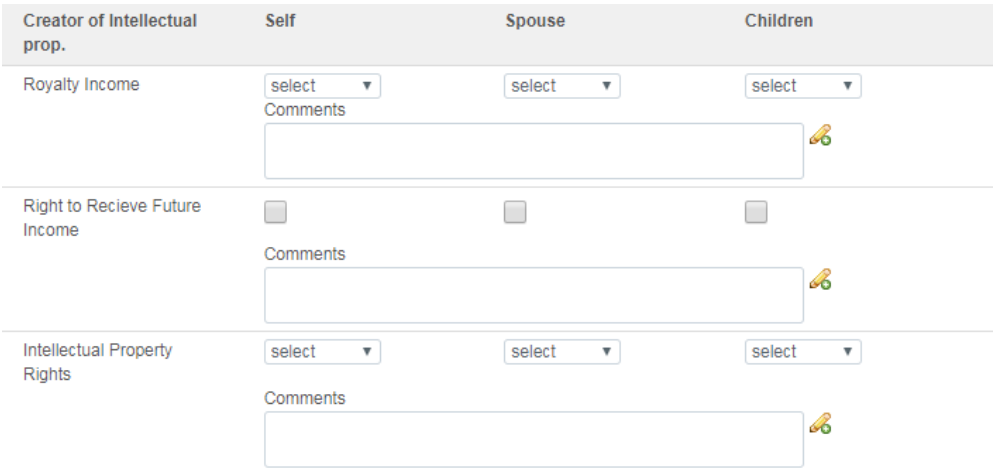

1. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation to you received Royalty Income from the financial entity, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the amount of royalty income received by each checked relation.

2. If you indicated that one or more persons received Royalty Income, enter further details in the **Comments** field.

Note Royalty Income that is less than $10,000 (ten thousand dollars) is not considered necessary to report.

3. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation to you have Right to Receive Future (Royalty) Income from the financial entity, click the corresponding checkbox(es) to indicate which relation(s) have this entitlement.

4. If you indicated that one or more persons have a Right to Receive Future (Royalty) Income, enter further details in the **Comments** field.

5. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation to you sold Intellectual Property Rights to the financial entity, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the dollar value of the rights sold by each checked relation.

6. If you indicated that one or more persons sold Intellectual Property Rights, enter further details in the **Comments** field.

Note Intellectual Property Rights sold for less than $10,000 (ten thousand dollars) are not considered necessary to report.

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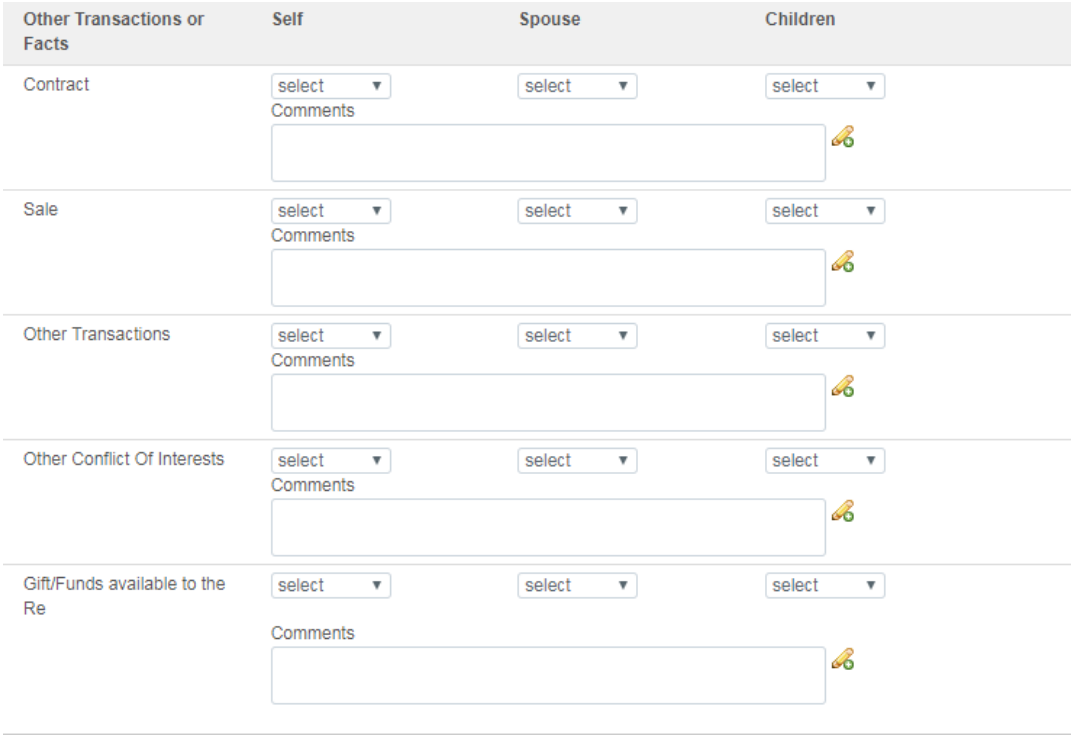
Sub Tab > Other Transactions or Facts

The Other Transactions subsection of the Relationship Details panel prompts for information on miscellaneous relationships not covered in other sections that you, your family members, or your students may be entitled to from the new financial entity.



1. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation is under Contract with the financial entity, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the dollar value of each Contract.

2. If you indicated that one or more persons are under Contract, enter further details in the **Comments** field.

Note Contracts valued at less than $10,000 (ten thousand dollars) are not considered necessary to report.

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3. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation purchased or sold the anything to/from the financial entity, including the entity itself, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the dollar value of each Sale.

4. If you indicated that a Sale occurred, enter further details in the **Comments** field.

Note Sales valued at less than $10,000 (ten thousand dollars) are not considered necessary to report.

5. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation completed any Other Transactions with the financial entity, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the dollar value of each Transaction.

6. If you indicated that any Other Transaction occurred, enter further details in the **Comments** field.

Note Other Transactions valued at less than $10,000 (ten thousand dollars) are not considered necessary to report.

7. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation are involved in any Other Conflict of Interest with the financial entity, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the dollar value of each Other Conflict of Interest.

8. If you indicated that any Other Conflict of Interest exists, enter further details in the **Comments** field.

Note Other Conflicts of Interest valued at less than $10,000 (ten thousand dollars) are not considered necessary to report.

9. If you (**Self**), your **Spouse**, your **Children**, your **Student**, or any **Other** relation are exchanged any Gifts/Funds with the financial entity that have not been previously reported on another line, click the dropdown arrow under the corresponding column(s) and then select the range of dollars that best represents the dollar value of the Gifts/Funds.

10. If you indicated that any Gifts/Funds were exchanged, enter further details in the **Comments** field.

Note Gifts/Funds valued at less than $10,000 (ten thousand dollars) are not considered necessary to report.

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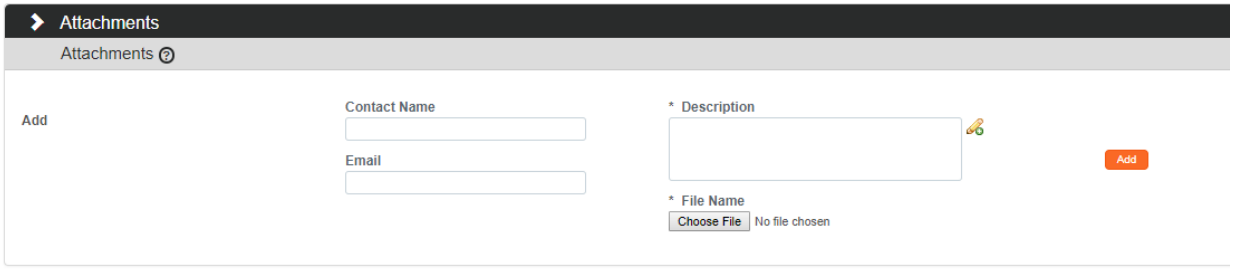
New Financial Entity Tab > Attachments

Any files that support or document the terms of the financial relationships reported in previous sections should be added in the Attachments section.

1. Click the section header to expand the Attachments section.



2. If the document to be attached pertains to an individual other than yourself, such as your spouse, child, student, or other relation, enter the individual's name in the **Contact Name** field.

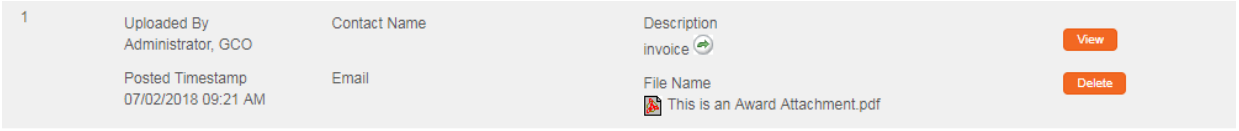
3. If the document to be attached pertains to an individual other than yourself, such as your spouse, child, student, or other relation, enter the individual's email address in the **Email** field.

4. Enter a detailed description of the document's contents in the **Description** field.

5. Click the Choose File button to locate and upload the attachment according to your operating system's prompts.

6. Click the Add button to complete the attachment process.

7. Repeat Steps 2 through 6 until all Attachments are uploaded to the Financial Entities document.



8. Once attached, each document's details display within the Attachments panel.

   If you choose, click the corresponding View button to open the attachment.

9. If you choose, click the corresponding go-to icon to open the full Description of the attachment in a pop-up window.

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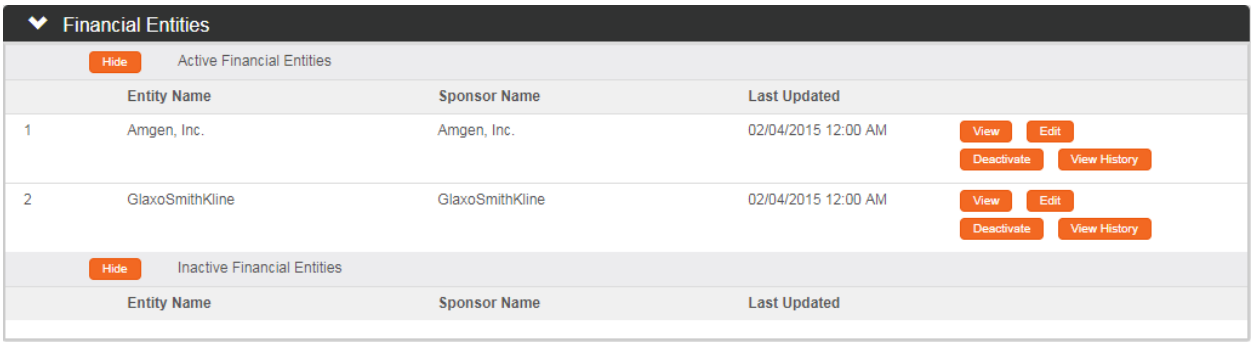
10. If you choose, click the corresponding Delete button to remove any documents that were uploaded in error. Delete

11. Click the Submit button at the bottom of the page. Submit

Result The system will add the New Financial Entity to the database and return to a blank New Financial Entity screen. The new entity can be seen on the My Financial Entities tab. This may take some time.

Using the My Financial Entities Tab



The My Financial Entities tab lists all active relationships you have previously reported with other entities. Here, you have the options to view, edit, deactivate, or view history of previously reported data.

You can also access this page directly at any time using this navigation:

Navigation	**Main Menu > Conflict of Interest > My Financial Entities > View/Edit Financial Entities**

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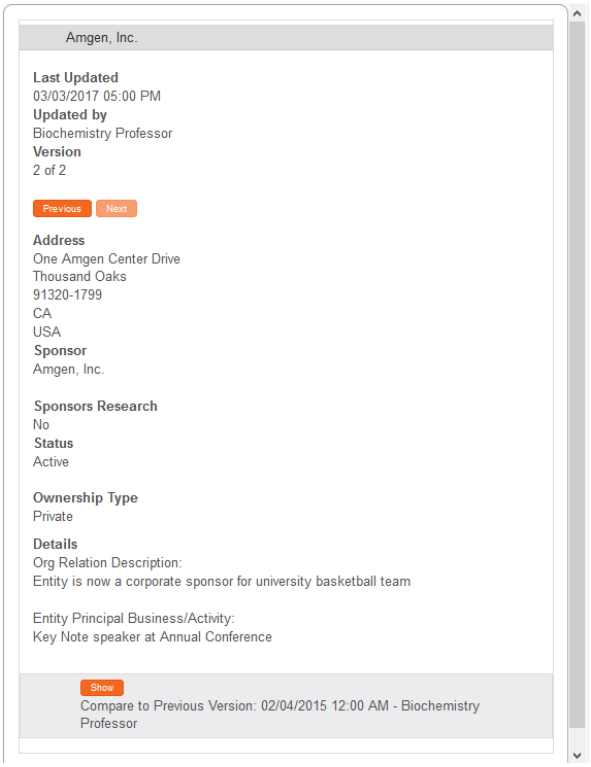
Viewing & Comparing Previously Reported Information on a Financial Entity

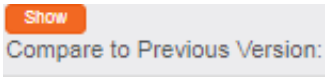
1. Click the View button to open a read-only pop-up window with data reported for the corresponding financial entity. view

2. Streamlyne Research displays the pop-up window with the most recent version displayed first.

   If more than one version exists, use the Previous and Next buttons in the upper right to scroll through all the iterations. Previous Next



3. If more than one version exists, click the Show button to compare the record you are viewing to the previous version.



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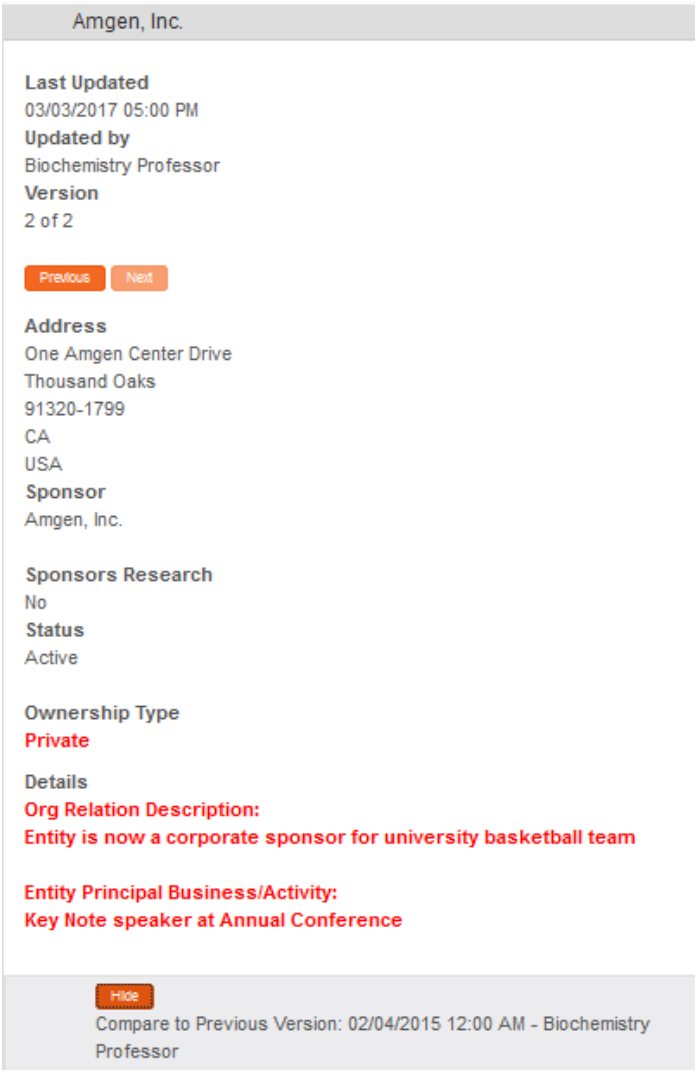
Result Streamlyne Research will highlight the changes from the previous record in red.



4. When done reviewing, click anywhere outside the pop-up window to close the window.

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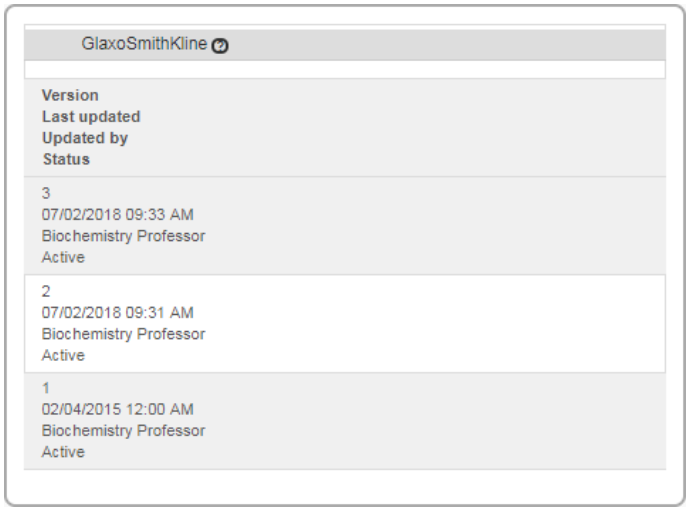
Viewing the Audit History of a Financial Entity

1. Click the View History button to open a read-only pop-up window with the date, time, and username associated with each change made to the corresponding financial entity.



2. When done reviewing, click anywhere off of the pop-up window to close the window.

Deactivating a Relationship with a Financial Entity

Deactivate is used to indicate that your relationship with the entity has ended for the time being.

Follow these steps to perform this action directly from the shortcut on the My Financial Entities tab:

1. Click the corresponding Deactivate button for the entity with whom your financial relationship is no longer active.

2. Streamlyne Research will prompt you to confirm the deactivation.

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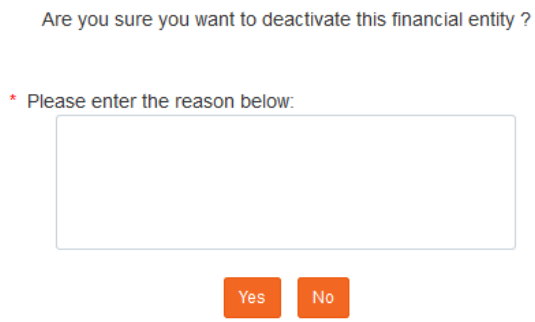

3. Enter an explanation for the deactivation in the freeform text field and click the Yes button to proceed. Yes

Otherwise, click the No button to cancel the action and return to the previous screen. No

Result If you clicked Yes, Streamlyne Research will update the entity's **Status Code** to Inactive, and move the entry to the Inactive Financial Entities subsection of the My Financial Entities tab. The date and timestamp of the change will reflect in the View History section.

Editing an Existing Financial Entity

The system provides more than one path to access an existing entity record for editing. If you are not already in the My Financial Entities tab, use the following navigation:

Navigation	**Main Menu > Conflict of Interest > My Financial Entities > View/Edit Financial Entities**

To edit an existing Financial Entity, follow these instructions:

1. Click the corresponding Edit button for the entity whose details you wish to update. Edit

2. Streamlyne Research opens the entity's record for editing. The fields displayed are the same as those covered in Creating a New Financial Entity and New Financial Entity Tab > Relationship Details. Refer to those sections as you make necessary changes.

3. If you have made changes but would like to resume editing at a later time, click the Save Edit button. Save Edit

If your changes are complete, click the Submit Edit button. Submit Edit

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Result Once changes are submitted, Streamlyne Research will record date and timestamp of the change and this information will be reflected in the View History section.

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Understanding Types of Disclosures & Common Elements

There are four types of COI Disclosure Documents in Streamlyne Research:

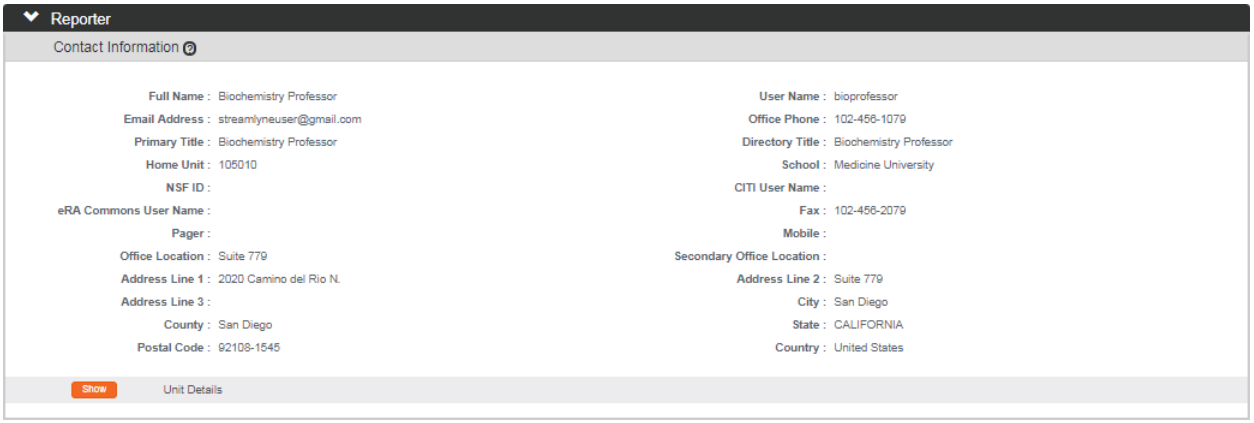
- Manual Disclosures – COI disclosures that are manually entered into the system, including those that report travel reimbursements
- Project Disclosures – COI disclosures that are automatically initiated by the system when a proposal, award, IRB protocol, or IACUC protocol document for a project is generated within the Streamlyne suite
- Annual Disclosures – COI disclosures that are generated on an annual basis and contain all manual disclosures and project disclosures reported by an investigator in the last year
- Master Disclosures – COI disclosures that are generated at any time to contain all manual disclosures and project disclosures reported by an investigator ever

While each is initiated under different conditions, the majority of the data collected or displayed on each document is the same.

This chapter will review the common elements of the Disclosure documents in the order in which you will encounter them. The individual Disclosure types will be covered in subsequent chapters with references back to this section to reduce repetition.

Updating Reporter & Screening Data

Disclosure > Reporter > Contact Information



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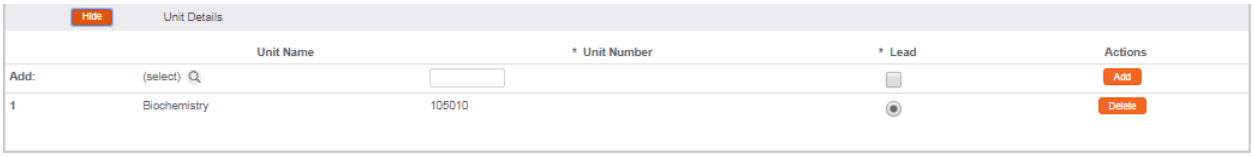
The Contact Information subsection of the Reporter section displays read-only data pulled from the signed-on user's Person record. If the data in this section is incorrect, contact a Streamlyne Administrator.

Disclosure > Reporter > Unit Details

The Unit Details section displays the reporter's default Unit association. This default can be edited or updated here for the Disclosure only; changing the Unit association here will not change the defaults set in the reporter's Person record.



1. Scroll down to the Unit Details subsection if it is not already visible on the screen.

2. Streamlyne Research displays all Units that the user is associated with as indicated on his or her Person record. The user's Lead Unit is marked as such in the **Lead** column.

   If this information is correct and complete, skip to the next process.

   If this is not the correct Lead Unit, or if the user is working with an additional Unit that is not included here, click the magnifying glass in the **Unit Name** column on the **Add:** line to search for and select the desired Unit.

3. Click the Add button to record the new information on the Disclosure document. Add

4. Repeat Steps 2 and 3 until all new Units are included on the Disclosure document.

5. If the Lead Unit is not correctly marked in the **Lead** column, resolve the problem by unchecking the corresponding checkbox for the incorrect Unit and checking the corresponding checkbox for the correct Lead Unit.

Note Adding, editing, or deleting Unit information on the Disclosure document will not update the same information on the corresponding Person record.

If you edited Unit information in Steps 2 through 4, contact your Streamlyne Administrator to update the same information in the corresponding Person record.

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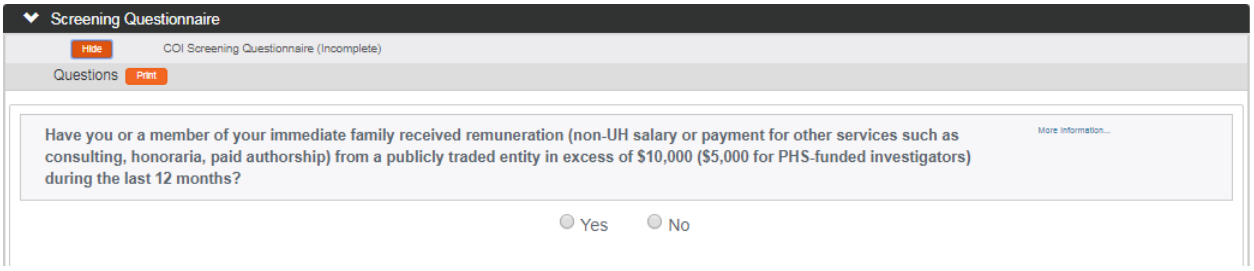
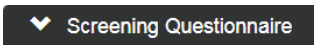
Disclosure > Screening Questionnaire



The Screening Questionnaire section contains standard interview questions used to screen for potential conflicts of interest. These questions are standard across all Disclosure documents regardless of the Event Type that precipitated the disclosure.

Note that the sample language in the screen shot does not necessarily represent the language your institution will choose to implement in this section.

1. Click the header to expand the Screening Questionnaire section.



2. Read through each question and truthfully answer Yes or No by clicking the corresponding radio button.

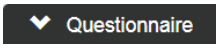
   The Screening Questionnaire contains built in logic that looks for any Yes answer. If any one of the screening questions is answered Yes, then you will not be able to submit the corresponding disclosure without also adding a Financial Entity. To add a Financial Entity, see Creating a New Financial Entity.

Disclosure > Questionnaire

The Questionnaire section contains custom interview questions that appear dynamically when certain conditions are met. These questions may be driven by data selections further along in the process, for example, the Event Type selected in the Manual Event and Financial Entities section. For this reason, it is important to complete the majority of the Disclosure document before completing the Questionnaire section.

The system requires this section be complete before the disclosure can be submitted into workflow.

1. Click the header to expand the Questionnaire section.



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2. Read through each question and answer truthfully.

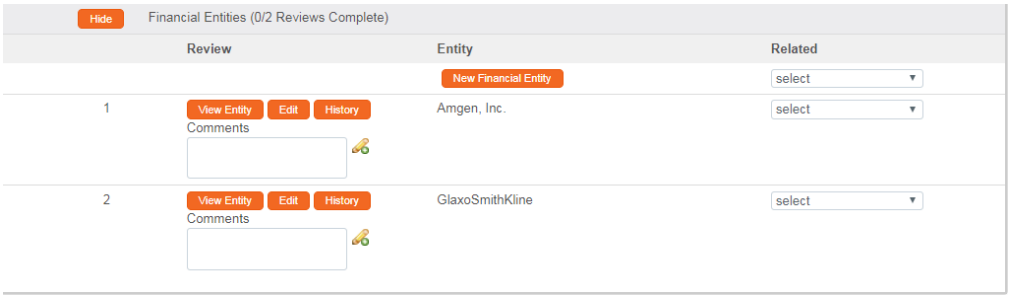
   Some answers may require a Yes or No answer by clicking the corresponding radio button, while others may require that you hand-key your answer in a freeform text field.

3. See Adding Notes & Attachments to complete the Notes & Attachments section of the document.

Financial Entities

The Financial Entities section is found in the Project/Event section of the Disclosure document.

For Manual Disclosures, this section will not appear until you click the Add button Add in the Manual Events subsection.



Note that any financial entities that you have previously reported are automatically included in this section providing those relationships are still active. Any deactivated relationships with financial entities are excluded. Refer to Deactivating a Relationship with a Financial Entity for more information on this action.

Follow these steps to disclose relationships with financial entities on a Disclosure:

1. If you need to report a relationship with a new financial entity or a not yet entered Financial Entity, click the New Financial Entity button. New Financial Entity

   If all your existing relationships with financial entities are already listed in this subsection, skip to Step 7.

2. Streamlyne Research will open a new Financial Entities document on a new page. Return to Creating a New Financial Entity and follow the steps in this section to report this new relationship. Once you submit the new Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you added will now appear.

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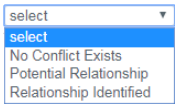
3. For each entity listed, click the arrow next to the corresponding **Related** field, and then select an option that best represents the entity's conflict-of-interest status relative to the event disclosed on this document.



4. Click the Save button at the bottom of the page to save the changes.

5. If you are working on a Manual Disclosure, be sure to return to the Questionnaire section to complete any interview questions that may have appeared based on your entries in this section.

6. To view read-only data previously reported for an entity listed in this section, click the View Entity button to access a pop-up window.

   Otherwise, proceed to Step 7.

7. To review the history of entries for an entity, click the History button.

   Otherwise, proceed to Step 8.

8. To make changes to an existing entity click the Edit button to open the applicable Financial Entities document on a new page.

   See Editing an Existing Financial Entity and follow the steps in this section to edit the information on this Entity. Once you submit the edits to the Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you edited will now appear and will reflect the changes made.

The electronic documents in Streamlyne Research share common elements across most modules, though exceptions are noted. The following information about Notes and Attachments is one such exception. Please refer to the **Navigation, the Action List, and Common Document Elements** manual for other common elements.

Adding Notes & Attachments

Notes and Attachments can be uploaded to the system at various points in the disclosure processes. The instructions that follow apply to every electronic document supported by the Conflict of Interest module. The content of the documents attached in the Notes & Attachments section will depend on the Project/Event Type that precipitated the disclosure as well as your institution's policies and procedures.

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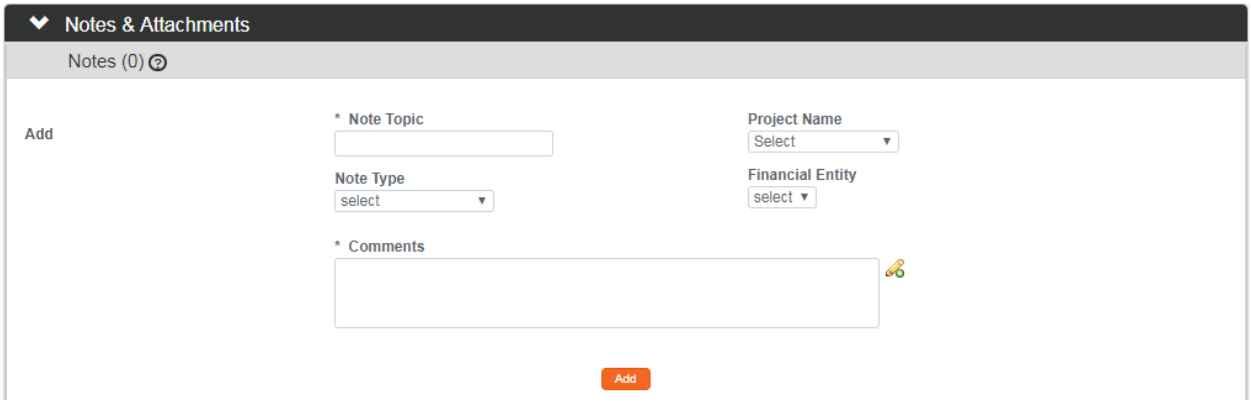
Attaching Notes to the Disclosure

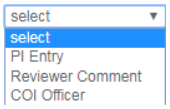
Follow these steps to add a note to the Project Disclosure.



1. Click the header to expand the Notes & Attachments section.

2. Enter a short description of the note in the **Note Topic** field.

3. Click the arrow next to the **Note Type** field and select the appropriate option from the dropdown list.



4. If the note refers to a specific project, identify this project by clicking the arrow next to the **Project Name** field and selecting the appropriate project from the dropdown list.

5. If the note refers to a specific **Financial Entity**, identify the entity by clicking the arrow next to the field and selecting the entity name from the dropdown list.

6. Enter the note itself in the **Comments** field.

   You may do this by hand keying the text directly into the freeform text field, by copying and pasting from a source document, or by clicking the pencil icon to open a text editor in a pop-up window.

7. Click the Add button to attach the note.

Result Once you have attached a note, the contents will be displayed in the Notes subsection and the total number of notes attached to the document will be reflected in the subheader title bar within parentheses.

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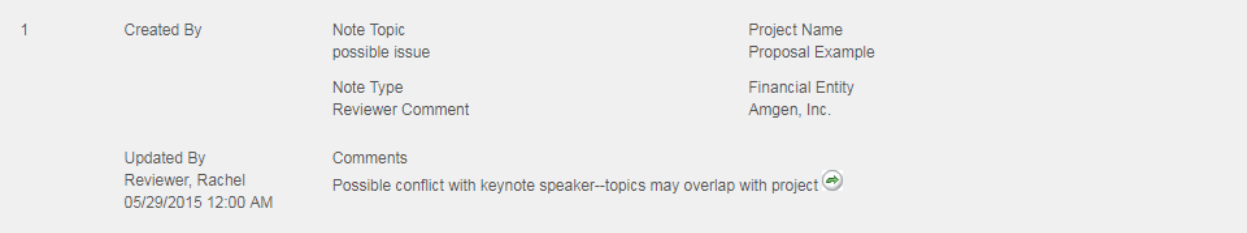
Editing or Deleting an Existing Note



Follow these steps to edit a note:

1. If it is not already open, click the header to expand the Notes & Attachments section.

2. Click the Edit button that corresponds to the note you wish to edit.

3. The system will open all the note fields for you to change.

Make any changes as necessary.

4. Click the Save button at the bottom of the page to save the changes.

Result Once saved, the fields will return to read-only status and the Updated By information will reflect the username and the date/timestamp of the change.

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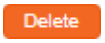
Follow these steps to delete a note:

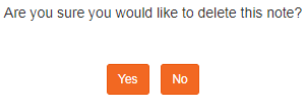
1. If it is not already open, click the header to expand the Notes & Attachments section.

2. Click the Delete button that corresponds to the note you wish to delete.

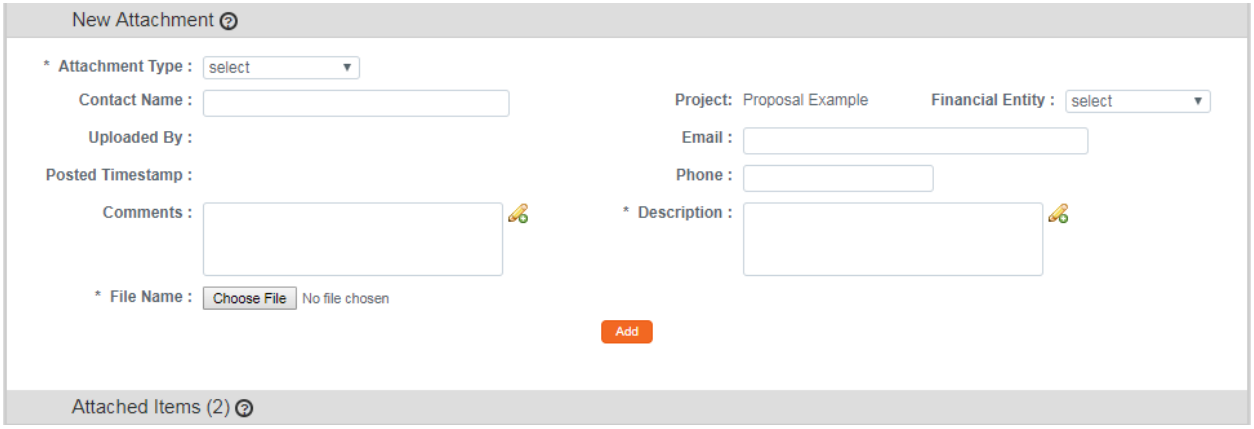


3. The system will prompt you to confirm the action.

   Click the Yes button to proceed or click the No button to cancel.



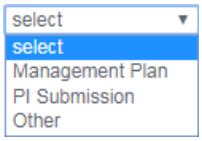
Uploading a New Attachment



Follow these steps to upload a new attachment to the disclosure:

1. If it is not already open, click the header to expand the Notes & Attachments section.

2. Working in the New Attachment subsection, click the arrow next to the **Attachment Type** field and select the appropriate value from the dropdown list.



3. Enter the name of the person uploading the attachment in the **Contact Name** field if other than the reporter/PI.

4. Click the arrow next to the **Project** field to select the project name from the dropdown list if applicable.

5. Click the arrow next to the **Financial Entity** field to select the entity's name from the dropdown list if applicable.

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6. Enter contact information in the **Email** and/or **Phone** fields if someone other than the PI uploaded the attachment.

7. Enter optional **Comments** to be preserved for future reference.

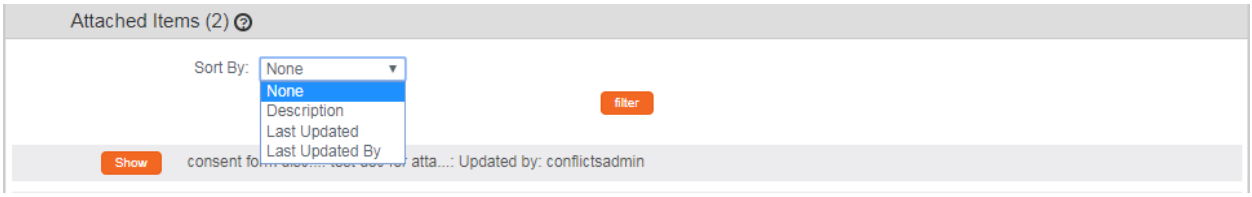
8. Enter a summary or description of the attachment's contents in the **Description** field.

9. To upload the file, click the Choose File button next to **File Name**. Complete this action by following your operating system's prompts.

10. Click the Add button to attach the file to the Disclosure.

Result The system will append an Attached Items subsection to the section with the total number of attachments reflected within parentheses on the title bar.

Filtering, Viewing, Editing, Replacing or Deleting Attachments



Streamlyne Research provides filtering options to manage the way attachments are displayed.

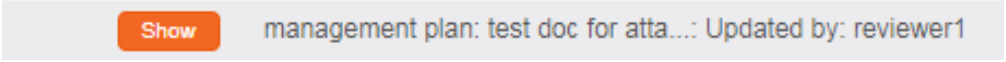
Follow these steps to filter the attachment list:

1. If it is not already open, click the header to expand to the Notes & Attachments section.

2. Working within the Attached Items subsection, click the arrow next to the **Sort By** field and select the filtering option from the dropdown list.

3. Click the Filter button to sort the list of attachments according to your selection.

Note Streamlyne Research displays each attachment's details as a collapsed subsection with the attachment's details displayed in the title bar according to the following naming convention: Description: File Name: Updated By: username.



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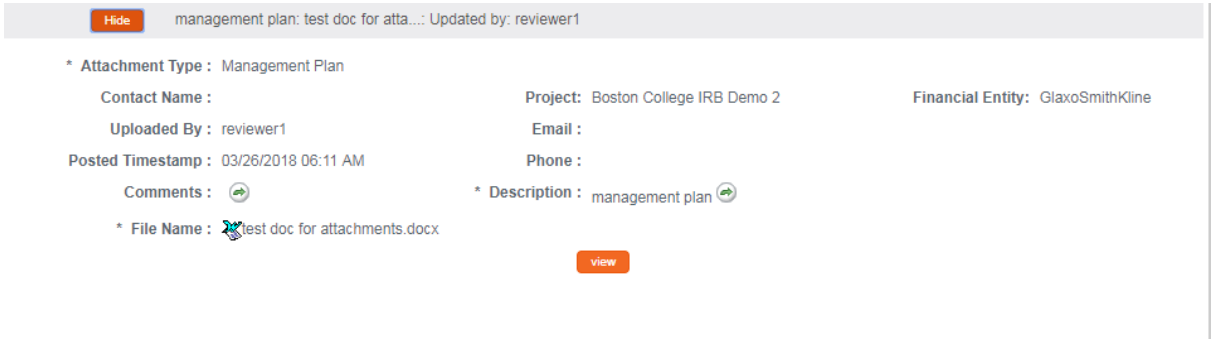
Follow these steps to view an attachment:

1. Click the Show button that corresponds to the attachment you wish to view. Show



2. Streamlyne Research displays the attachment's details. These fields may or may not be editable based on your permissions.

   Click the View button. view

3. Save or open the download by following your browser's prompts.

Follow these steps to edit an attachment's details:

1. If you haven't already done do, click the Show button that corresponds to the attachment you wish to edit. Show

2. Streamlyne Research displays the attachment's details. These fields may or may not be editable based on your permissions.

   If these fields are editable, make changes to the data as necessary.

3. Click the Save button at the bottom of the page to save the changes. Save

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Follow these steps to replace an attached file with a new version:

1. If you haven't already done do, click the Show button that corresponds to the attachment you wish to replace. Show

2. Streamlyne Research displays the attachment's details.

   Click the Replace button. replace

Note Clicking the Replace button effectively deletes the existing attachment without warning. Take care not to click the Replace button without preserving the existing attachment if necessary.

3. Streamlyne Research makes the Choose File button available next to the **File Name** field.

4. To upload the file, click the Choose File button next to **File Name**. Complete this action by following your operating system's prompts.

5. Click the Save button at the very bottom of the page to save the replacement file to the existing attachment record. Save

Follow these steps to delete an attachment:

1. If you haven't already done do, click the Show button that corresponds to the attachment you wish to replace. Show

2. Streamlyne Research displays the attachment's details.

   Click the Delete button. Delete

3.

   The system will prompt you to confirm the action.

   Click the Yes button to proceed or click the No button to cancel.

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Validating, Certifying and Submitting

Validating the Disclosure Data

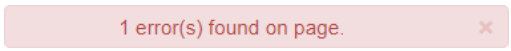
The validation feature helps to ensure your data is complete and correct. Follow these steps:

1. Click the header to expand the Data Validation section.

2. Click the Turn On Validation button.

3. Streamlyne Research will run a series of validation steps to make sure all fields are populated correctly and that field entries do not conflict wherever possible.

If errors are found, the system will display a red error message at the top of the page, and append any Validation Errors, Warnings, Unit Business Rules Errors, and/or Unit Business Rules Warnings found to the Data Validation section.



All errors must be resolved before submission, though warnings will not hamper submission if left unaddressed.

If errors exist, click the Fix button next to the first listed error.

4. Streamlyne Research will note where the problem resides.

Make your corrections and save the updated document.

5. Repeat Steps 3 and 4 as many times as necessary to resolve all errors.

Note This same validation routine is automatically run each time you submit the Disclosure into workflow. If it is the case that your submission is interrupted because of errors, you must recertify and resubmit the document by following the steps outlined in the next process.

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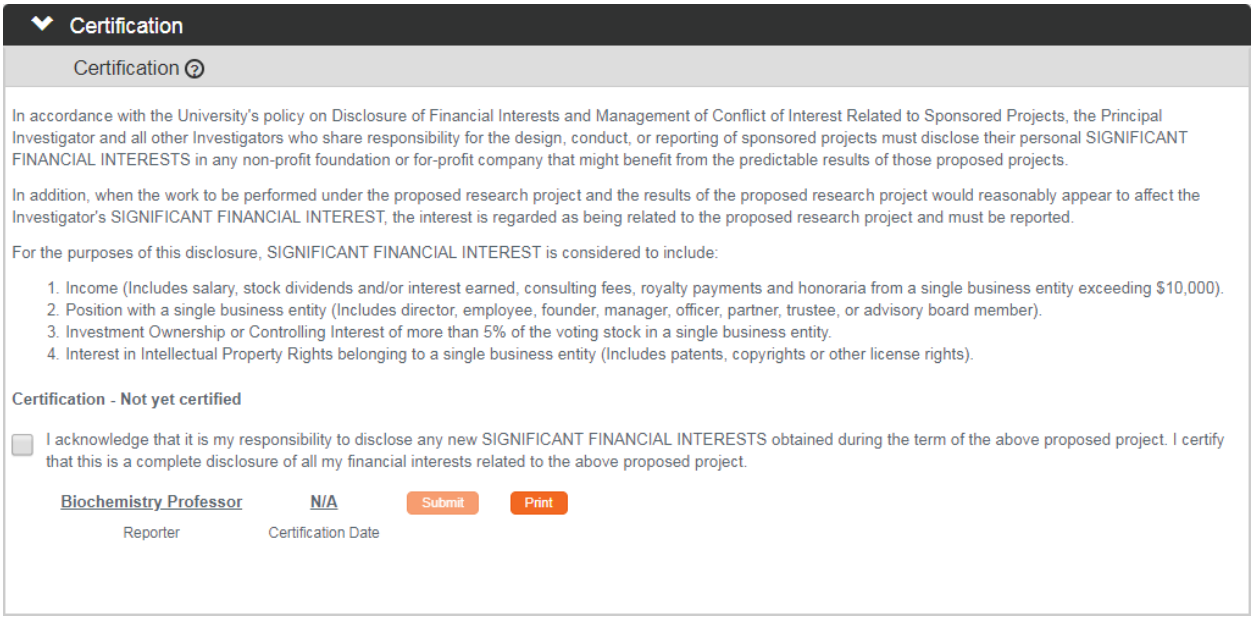
Certifying and Submitting the Disclosure

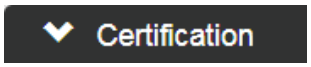


With all details added to the document, you are ready to complete the certification step. The certification step essentially serves as your formal acknowledgment of the related policies set forth by your institution as documented in this section. This acknowledgement is legally binding.

Note that the terminology included in the screenshot is sample language that may not reflect your institution's current policies.

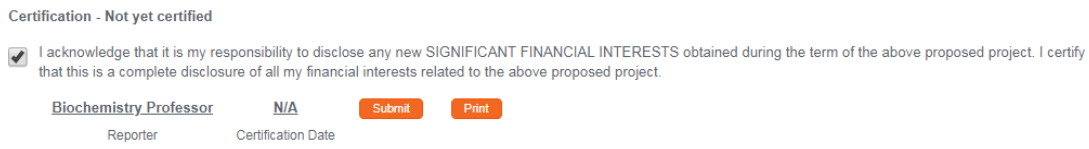
Follow these steps to certify your disclosure:

1. Click the header to expand to the Certification section.



2. Read the certification language presented here.

3. Click the checkbox next to the statement of acknowledgment.



4. When the box is checked, the system makes the Submit button available.

Click the Submit button to enter the Disclosure into workflow.

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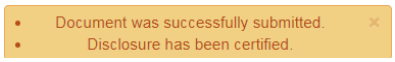
Result Streamlyne Research will display a success message upon submission, and your COI administrator will receive an APP item on his or her action list, prompting a disclosure review.



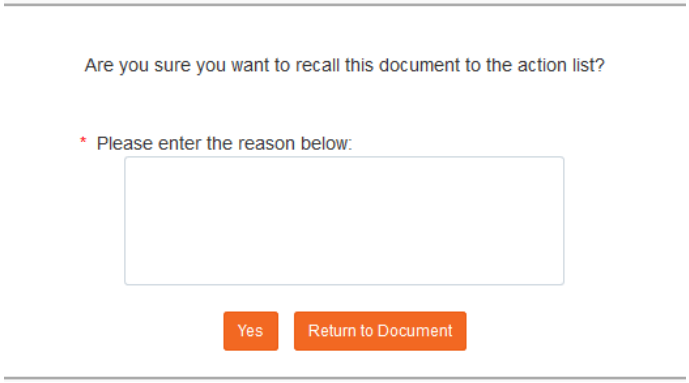
Note The Disclosure may be sent to other approval points per your institutions workflow business practices.

Recalling a Disclosure

This action can only be performed by a Reporter after a document has been submitted into workflow and there are other users who need to approve a disclosure before it is received by the COI Office. This action will deliver the document back into the Action List of the Reporter. The Reporter can then make edits and submit the document back into workflow. If your Disclosure has been submitted and you would like to recall the submission, follow these instructions to recall the document.

Note Recall is used for instances in which you would like a disclosure back for further edits before approvals and subsequent COI Office review.

1. Within the Disclosure that you wish to Recall, scroll to bottom of the page and click the Recall button.



2. Enter an explanation in the field provided.

3. If you are satisfied with your explanation, continue to the next Step. Otherwise, click the Return to Document button to cancel the recall action.

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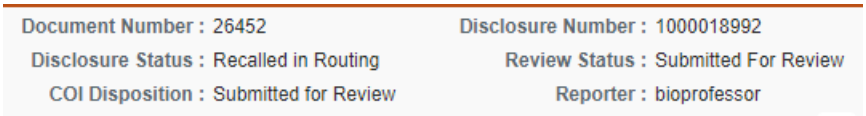
4. Click the Yes button. Yes

Note The Disclosure Status will be updated to Recalled in Routing.



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Completing Manual Disclosures

Manual Disclosures may be used in various ways and allow an institution to create institution specific disclosures that are not captured in the other Disclosures within Streamlyne Research. This allows institutions to create their own pre-configured form(s). This manual will cover two of the most common Manual Disclosures delivered as part of the standard platform.

In addition, the fields that populate within each event or Manual Disclosure type may vary as these fields are highly configurable and may change per your institutions business practices.

However, the most common ways an institution may use Manual Disclosures are:

- To report reimbursed travel for compliance with National Institute of Health. Travel Disclosures are manually initiated in all cases.

- To disclose for projects at institutions where the corresponding project or event (Proposal, Award, Institutional Proposal, IRB, IACUC) is not maintained in the Streamlyne Research application and must therefore be manually initiated as a Manual Disclosure.

Initiating a Manual Disclosure

All Manual Disclosure documents are initiated the same way regardless of the disclosure's purpose.

Navigation	**Main Menu > Conflict of Interest > Manual Disclosure > +**

Follow these steps to begin:

1. Streamlyne Research displays the Manual Disclosure document open to the Disclosure tab with the Document Overview section expanded.

   Complete the Document Overview section. For more information on this common element, refer to the **Navigation, the Action List, and Common Document Elements** manual. to

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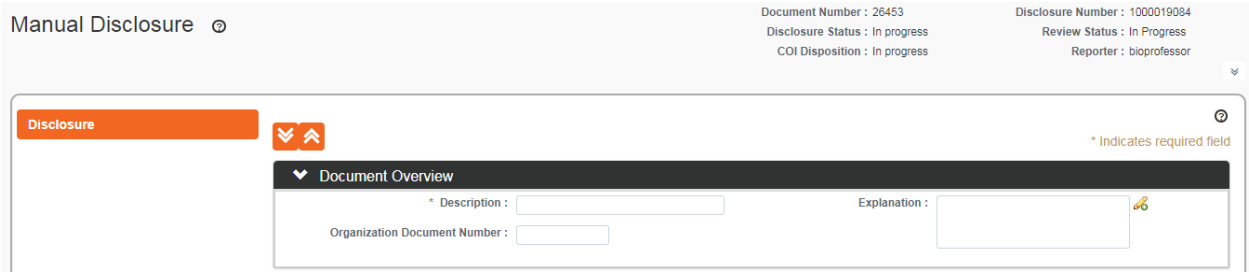

2. Proceed to the next process.

Updating Reporter & Screening Data

Disclosure > Reporter > Contact Information

The Contact Information subsection of the Reporter section displays read-only data pulled from the signed-on user's Person record. If the data in this section is incorrect, contact a Streamlyne Administrator.

Disclosure > Reporter > Unit Details

If you find that you need to edit the defaulted Unit data, refer to Disclosure > Reporter > Unit Details.

Disclosure > Screening Questionnaire

For more information on the use of this common element, refer to Disclosure > Screening Questionnaire.

Disclosure > Questionnaire

The content of the Questionnaire section is driven by data selections further along in the process, for example, the Event Type selected in the Manual Event and Financial Entities section. For this reason, it is important to complete the majority of the Manual Disclosure document before completing the Questionnaire section.

You will be prompted to return to this process. The system requires this section be complete before the Manual Disclosure can be submitted into workflow. For more information on the use of this common element, refer to Disclosure > Questionnaire

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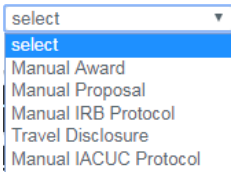
Updating Manual Events

The fields available to you in the Manual Events and Financial Entities section will depend on the **Event Type** that precipitated the Manual Disclosure.

1. Click the header to expand the Manual Events and Financial Entities section.

2. Click the arrow next to the **Event Type** field and choose the correct Event Type.

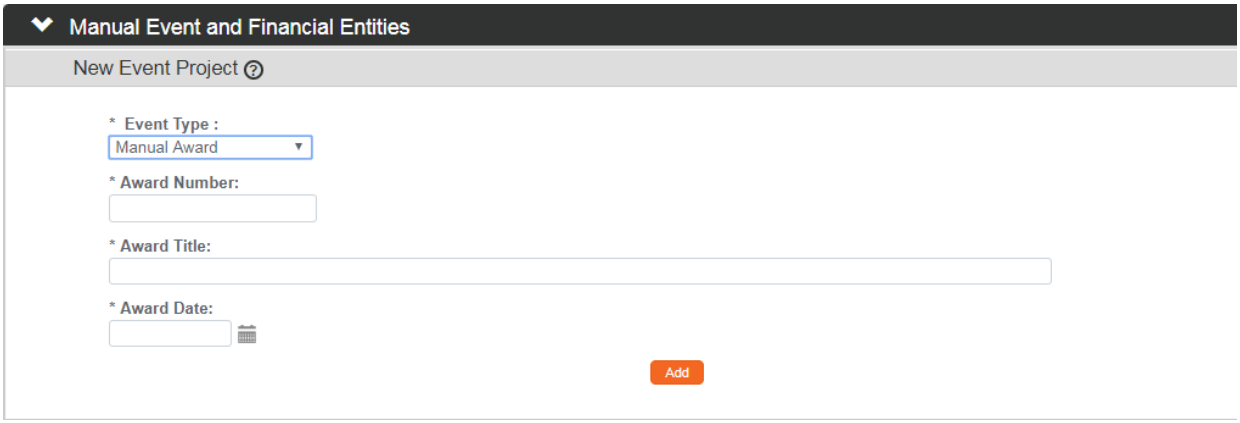


3. Skip to the corresponding instructions listed here:

- Manually Disclosing Conflict of Interest for a New Award
- Manually Disclosing Conflict of Interest for a New Proposal
- Manually Disclosing Conflict of Interest for a New IRB Protocol
- Manually Disclosing Conflict of Interest for a New IACUC Protocol
- Manually Disclosing Travel

Manually Disclosing Conflict of Interest for a New Award

The Manual Award **Event Type** is used at institutions where the Streamlyne Research Award & Award Budget module is not in use.



1. Streamlyne Research will automatically update the page based on your **Event Type** selection of Manual Award.

   Enter the **Award Number** related to this disclosure.

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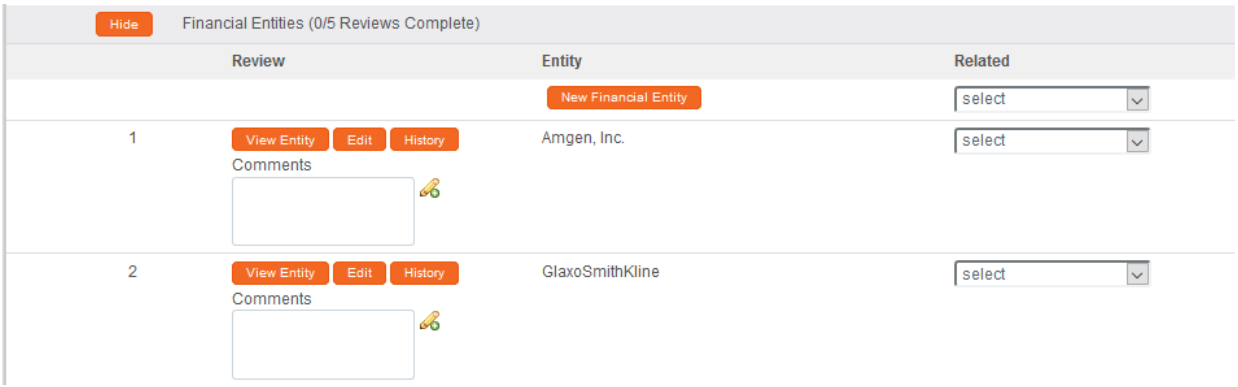
2. Enter the full title of the related Award in the **Award Title** field.

3. Enter the **Award Date** in MM/DD/YYYY format or click the calendar icon to select the date.

4. Click the Add button to complete this section. Add

Result The system will update the page with a Financial Entities subsection listing your Financial Entities.



5. Complete the Financial Entities subsection.

   For more information on this common element, refer to Financial Entities.

Manually Disclosing Conflict of Interest for a New Proposal

The Manual Proposal **Event Type** is used at institutions where the Streamlyne Research Proposal Development and Budget module is not in use.

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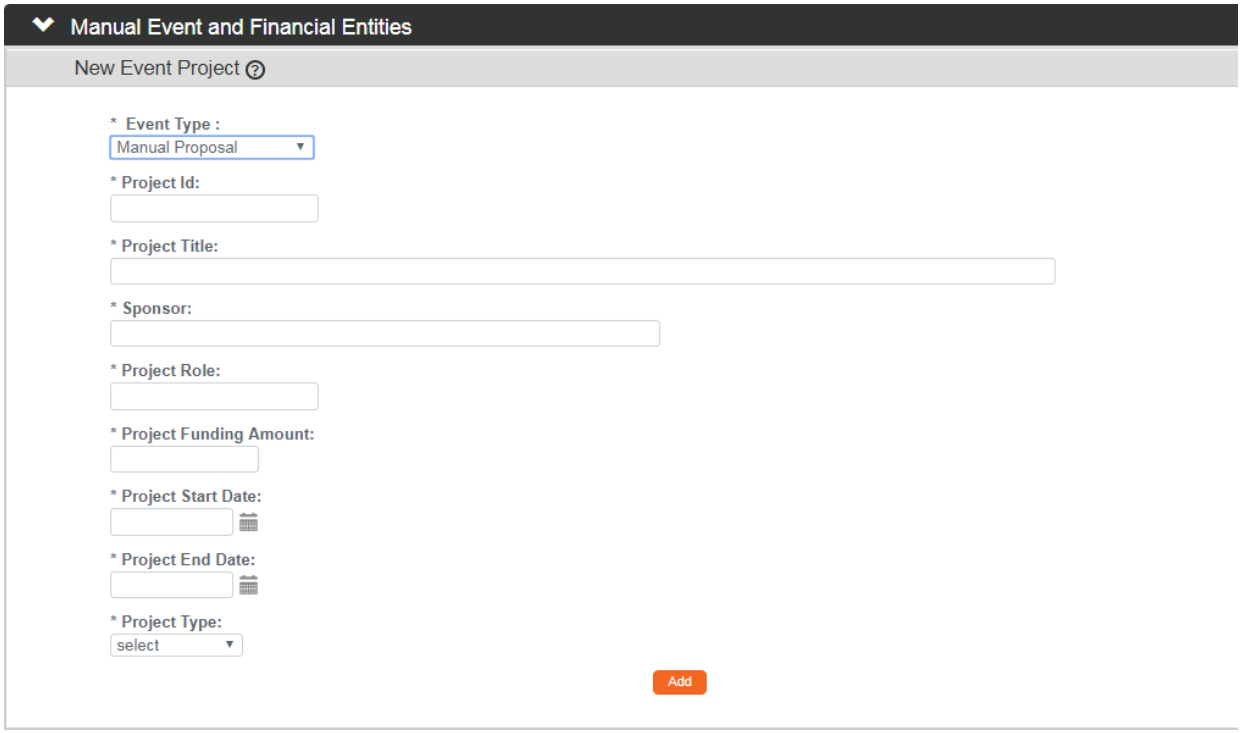


1. Streamlyne Research will automatically update the page based on your **Event Type** selection of Manual Proposal.

   Enter the **Project ID** for the proposal related to this disclosure.

2. Enter the full title of the related project in the **Project Title** field.

3. Enter an identifier for the **Sponsor** according to your institution's convention.

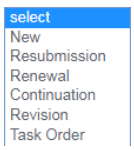
4. In the **Project Role** field, enter your role in the project or your title according to your institution's convention.

5. Enter the total dollar amount requested on the proposal in the **Project Funding Amount** field.

6. Enter the **Project Start Date** in MM/DD/YYYY format or click the calendar icon to select the date.

7. Enter the **Project End Date** in MM/DD/YYYY format or click the calendar icon to select the date.

8. Click the arrow next to the **Project Type** field and select the proposal type from the dropdown list.



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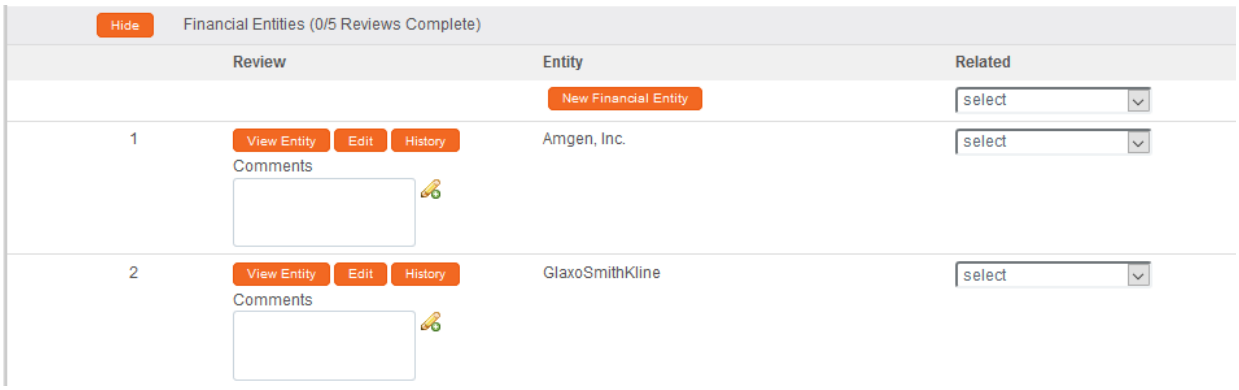
9. Click the Add button to complete this section. Add

Result The system will update the page with a Financial Entities subsection listing your Financial Entities.

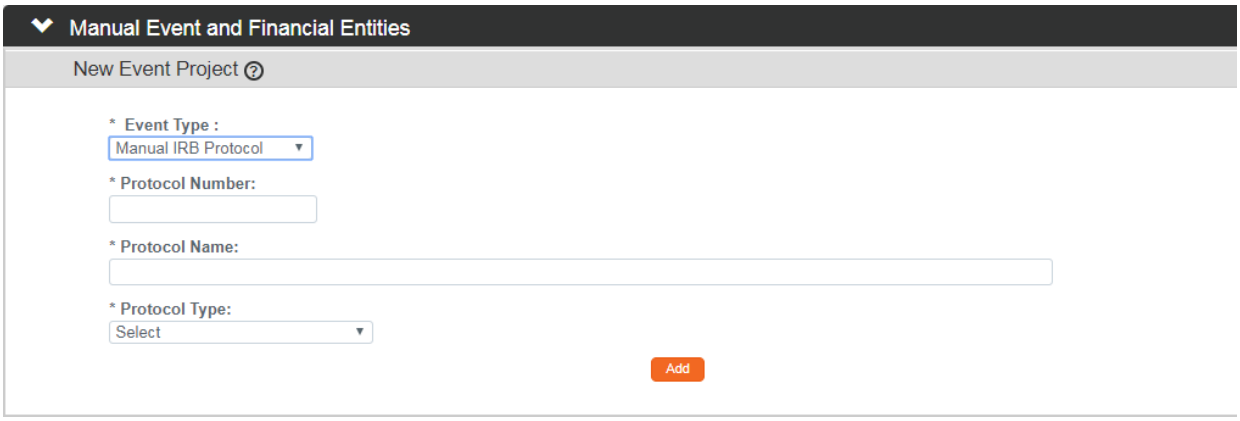


10. Complete the Financial Entities subsection.

For more information on this common element, refer to Financial Entities.

Manually Disclosing Conflict of Interest for a New IRB Protocol

The Manual IRB Protocol **Event Type** is used at institutions where the Streamlyne Research IRB Protocol module is not in use.



1. Streamlyne Research will automatically update the page based on your **Event Type** selection.

   Enter the **Protocol Number** for the IRB protocol related to this disclosure.

2. Enter the full title of the related project in the **Protocol Name** field.

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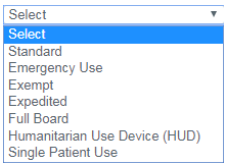
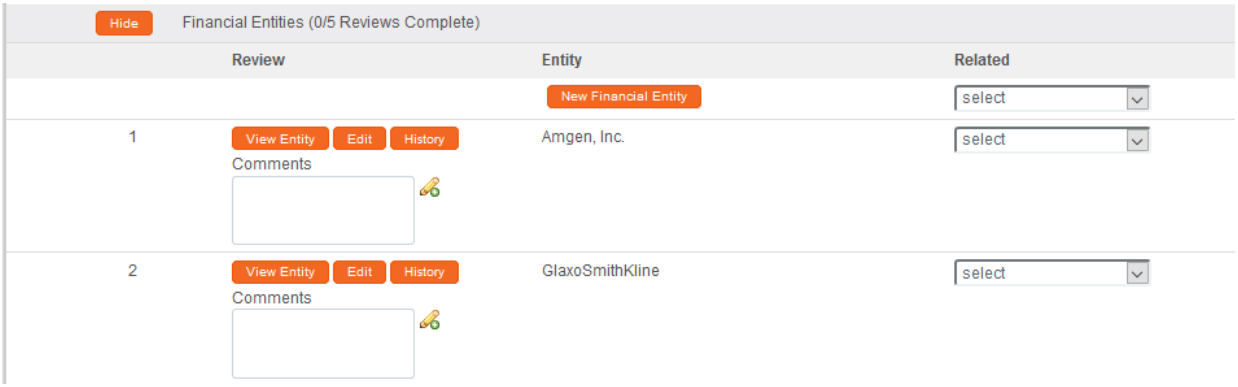
3. Click the arrow next to the **Protocol Type** field and select the type from the dropdown list.



4. Click the Add button to complete this section.

Result The system will update the page with a Financial Entities subsection listing your Financial Entities.

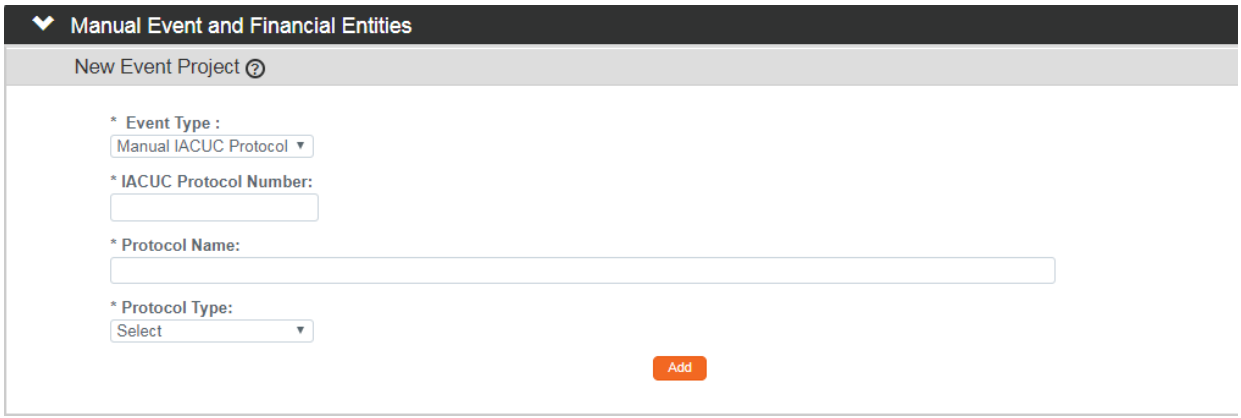


5. Complete the Financial Entities subsection.

   For more information on this common element, refer to Financial Entities.

Manually Disclosing Conflict of Interest for a New IACUC Protocol

The Manual IACUC Protocol **Event Type** is used at institutions where the Streamlyne Research IACUC Protocol module is not in use.



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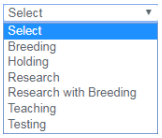
1. Streamlyne Research will automatically update the page based on your **Event Type** selection of Manual IACUC Protocol.

   Enter the **IACUC Protocol Number** for the IACUC protocol related to this disclosure.

2. Enter the full title of the related project in the **Protocol Name** field.

3. Click the arrow next to the **Protocol Type** field and select the type from the dropdown list.



4. Click the Add button to complete this section.

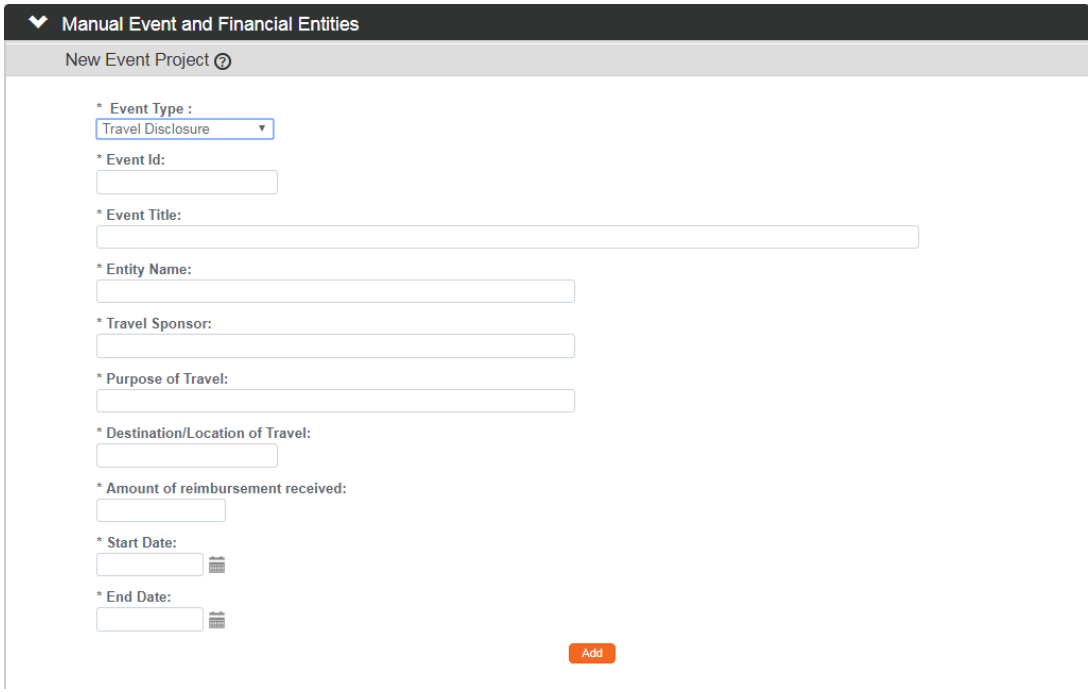
5. Complete the Financial Entities subsection.

   For more information on this common element, refer to Financial Entities.

Manually Disclosing Travel

The Travel Disclosure **Event Type** is the only **Event Type** that is triggered manually in every case.

Follow these steps to complete a Travel Disclosure:



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1. Streamlyne Research will automatically update the page based on your **Event Type** selection of Travel Disclosure.

   Enter the **Event ID** according to your institution's numbering convention.

2. Enter the title of the event you will be traveling to in the **Event Title** field.

3. Enter the name of the organization sponsoring the event you will be traveling to in the **Entity Name** field.

4. Enter the name of the organization paying your travel expenses in the **Travel Sponsor** field.

5. Enter a short description of the reason you are traveling in the **Purpose of Travel** field.

6. Enter the city and country of your destination in the **Destination/Location of Travel** field.

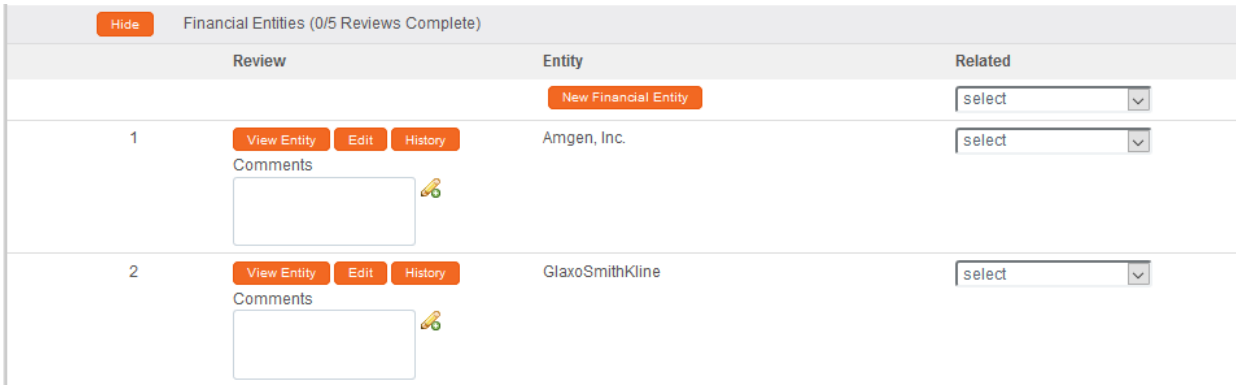
7. Enter the dollar value of the reimbursement you will receive for the travel in the **Amount of Reimbursement Received** field.

8. Enter your departure date in the **Start Date** field in MM/DD/YYYY format or click the calendar icon to select the date.

9. Enter your return date in the **End Date** field in MM/DD/YYYY format or click the calendar icon to select the date.

10. Click the Add button to complete this section. Add

Result The system will update the page with a Financial Entities subsection listing your Financial Entities.



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11. Complete the Financial Entities subsection.

    For more information on this common element, refer to Financial Entities.

Adding Notes & Attachments

For more information on the use of these common elements, refer to Adding Notes & Attachments.

Validating, Certifying and Submitting

For more information on the use of these common elements, refer to Validating, Certifying and Submitting.

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Completing Project Disclosures

Process Overview

Project Disclosures are very similar in functionality to Manual Disclosures. The primary difference is that the system will automatically initiate a Project Disclosure based on a set of triggering criteria if that particular module/project is being maintained in Streamlyne Research at your institution.

Triggering a Project Disclosure

Triggering criteria are determined during the analysis phase of your project and configured at the time of installation. Triggering events can include any combination of the following:

- When new Proposal Development documents are first saved to the database and the Proposal Development Document Status is In Progress.
- When existing Proposal Development documents are first submitted into workflow and the Proposal Development Document Status is Approval Pending.
- When existing Proposal Development documents are submitted to the sponsoring agency and the Proposal Development Document Status is Approved and Submitted or Approved Post-Submission.
- When Institutional Proposal documents are first saved to the database and the Institutional Proposal Document Status is Pending.
- When Awards are first saved to the database and the Award Document Status is Pending.
- When Awards are finalized, and the Award Document Status is Final.
- When new IRB and IACUC Protocol documents are first saved to the database and the respective Document Status is Pending/In Progress.
- When IRB and IACUC Protocol documents are first submitted into workflow and the respective Document Status is Submitted to IRB/IACUC.
- When IRB and IACUC Protocol documents are approved and the respective Document Status is Active.

These triggering events generate a COI Project Disclosure document to be completed by each member of the team named in the Key Personnel section of the project: the Principal Investigator, the Co-Investigator, and the Key Persons. If the Key Personnel are changed after Disclosures are first triggered, the system will recognize the change and generate additional Disclosures for new team members when downstream triggering events occur.

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Completing Triggered Project Disclosures

When disclosures are triggered and generated for each member of the team named on the Key Personnel section of the project, the system makes an entry on each reporter's New Project Disclosures to Complete Lookup. This Lookup takes the reporter directly to his or her list of unsubmitted project disclosures in order to facilitate easy submission. For more information on this Lookup, refer to New Project Disclosures to Complete.

Once the reporter accesses a Disclosure document, he or she must complete two main tasks: identify any and all significant financial interests (SFIs) and identify the status of any potential conflict of interest that this SFI may or may not generate relative to the project that triggered the Disclosure. This work is reduced if the reporter has chosen to report new SFIs or changes to existing SFIs by keeping his or her Financial Entities documents up to date in Streamlyne Research. When the Financial Entities documents are up to date, the system automatically populates the details of the SFIs, if any, to the Project Disclosure document. When this occurs, the reporter need only specify the nature of the conflict of interest, if any, generated between the SFI and the reporter's role on the project.

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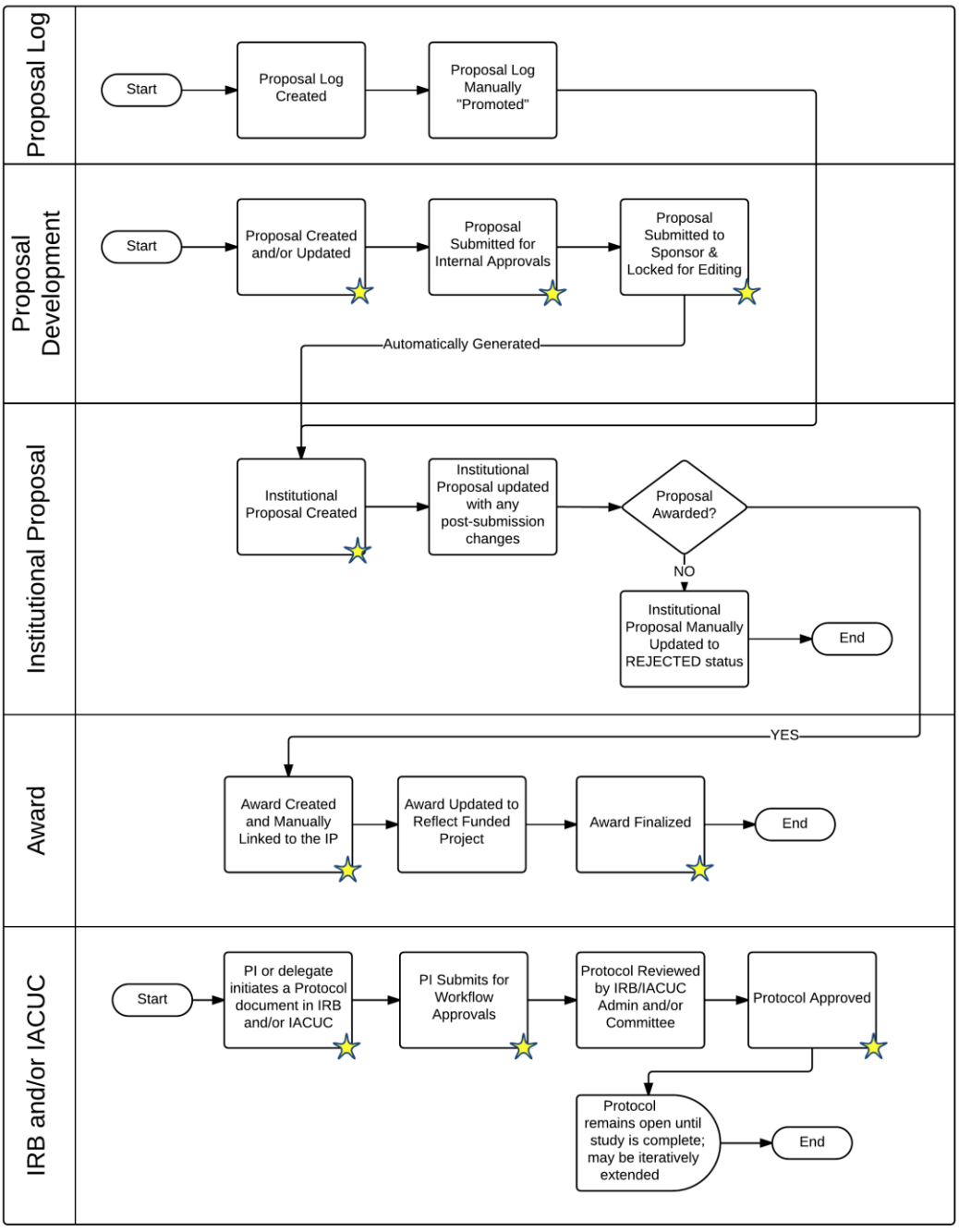
Process Diagrams

Delivered Project/Event Triggers for COI Disclosures



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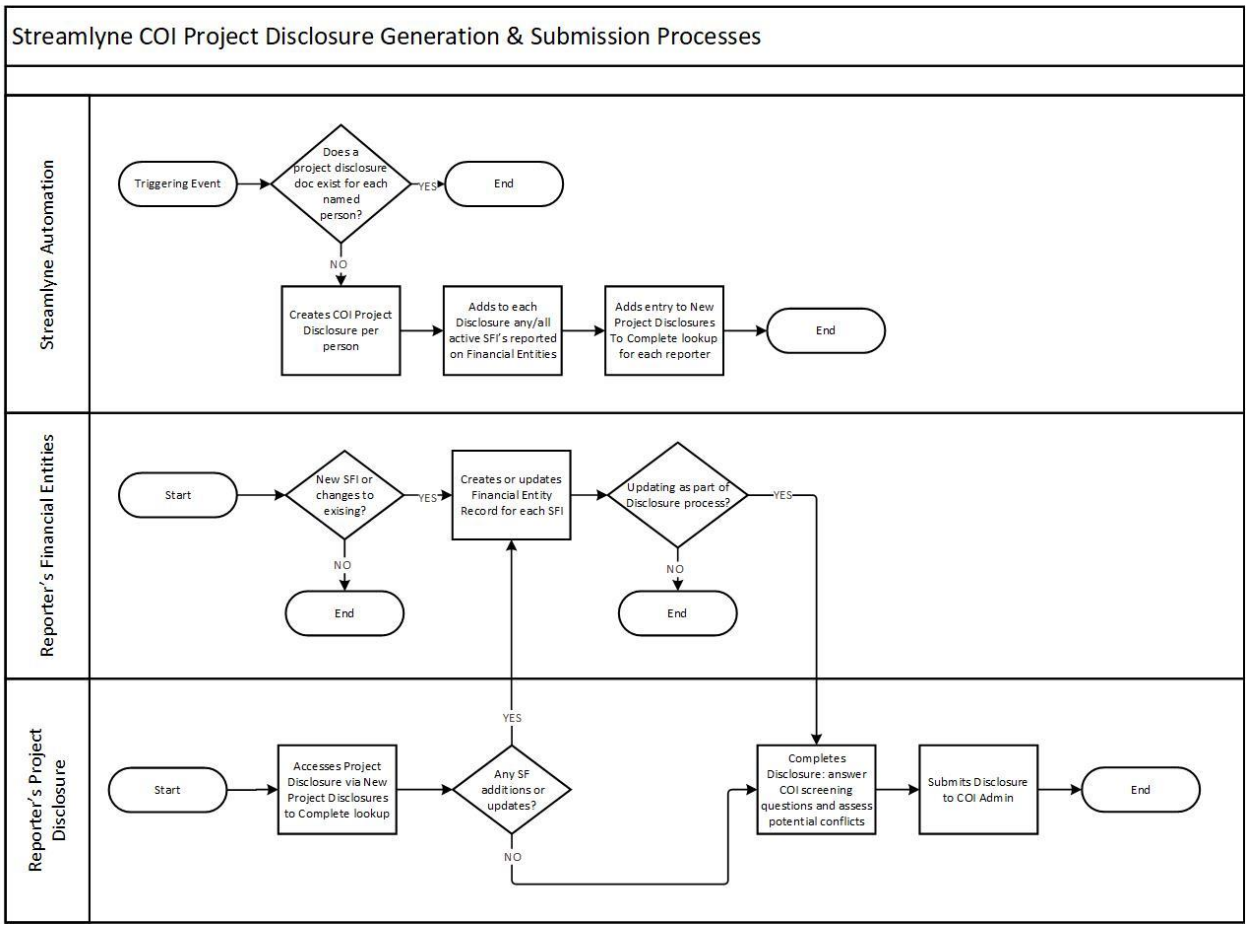

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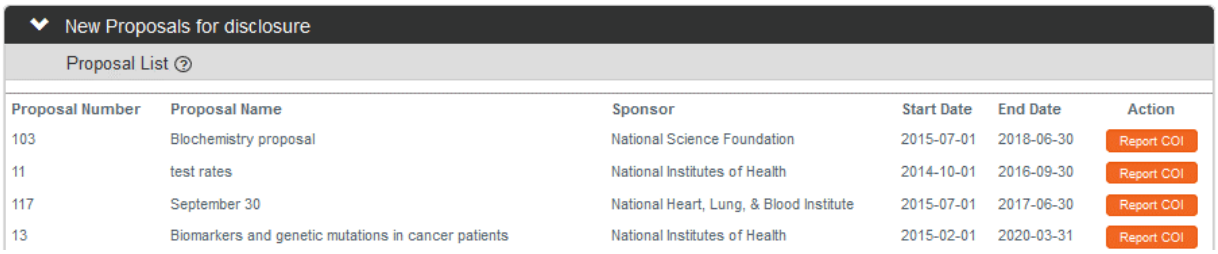
Completing Pending Project Disclosures

Navigation	Main Menu > Conflict of Interest > My Disclosures > New Project Disclosures to Complete

Follow these steps to identify and complete any pending Project Disclosures:



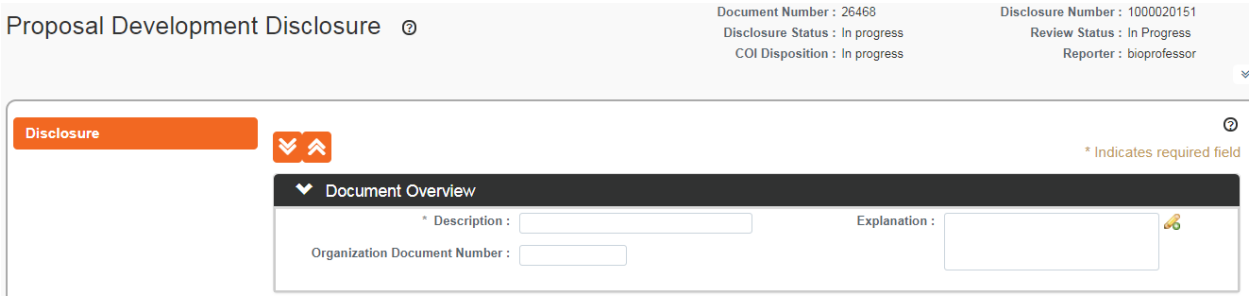
1. Streamlyne Research will display all projects with disclosures pending for the signed-on user, grouped together by Event Type.

Click the Report COI button next to the project for which you wish to submit a Project Disclosure. Report COI

2. The system will open a document for the selected project with all relevant project data automatically populated. The Project Disclosure will be open to the Disclosure tab.

Complete the Document Overview section. For more information on this common element, refer to the **Navigation, the Action List, and Common Document Elements** manual.

Note The Event Type that precipitated the disclosure will be reflected in the title on the header, as shown here for a Proposal Development document:



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Updating Reporter & Screening Data

Disclosure > Reporter > Contact Information

The Contact Information subsection of the Reporter section displays read-only data pulled from the signed-on user's Person record. If the data in this section is incorrect, contact a Streamlyne Administrator.

Disclosure > Reporter > Unit Details

If you find that you need to edit the defaulted Unit data, refer to Disclosure > Reporter > Unit Details.

Disclosure > Screening Questionnaire

For more information on the use of this common element, refer to Disclosure > Screening Questionnaire.

Disclosure > Questionnaire

For more information on the use of this common element, refer to Disclosure > Questionnaire.

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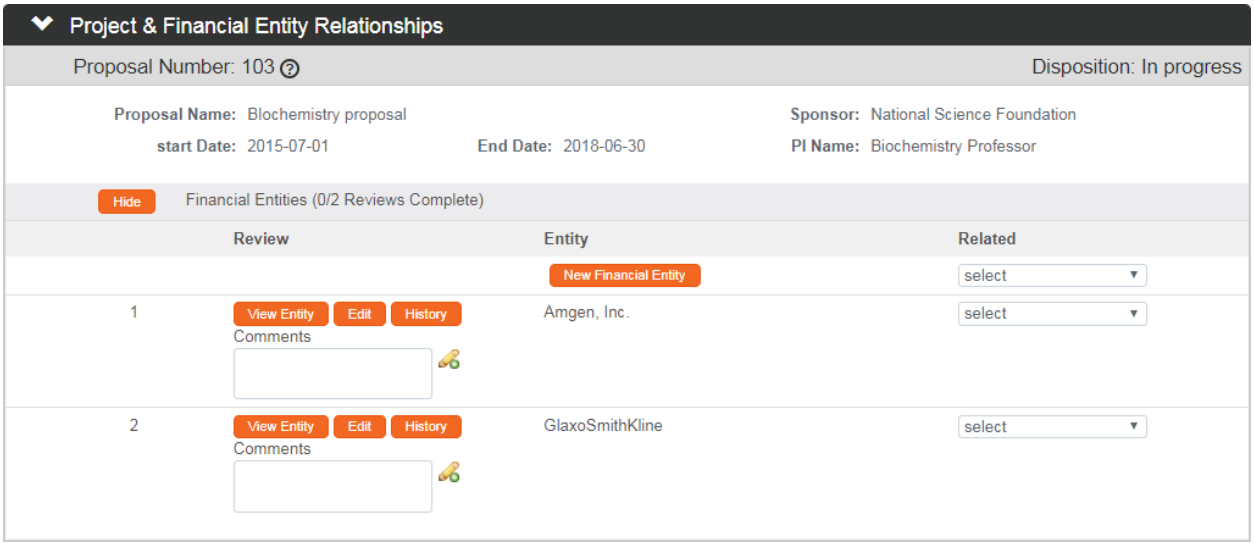
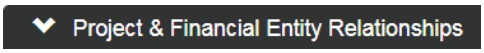
Updating Project & Financial Entity Relationships



1. Click the header to expand the Project & Financial Entity Relationships section.



Note The identifying information for the project (the Proposal, Award, or Protocol) that triggered the disclosure is displayed first. This data is not editable.

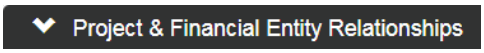
All previously reported financial entities are automatically included in this section as well, providing those relationships are still active. Any deactivated relationships with financial entities are excluded. Refer to Deactivating a Relationship with a Financial Entity for more information on this action.

2. If you need to report a new relationship with a financial entity, click the New Financial Entity button.

If all your existing relationships with financial entities are already listed in this subsection, skip to Step 4.

3. Streamlyne Research will open a new Financial Entities document on a new page. Return to Adding a New Financial Entity and follow the steps in this section to report this new relationship. Once you submit the new Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you added will now appear.

4. Click the header to expand the Project & Financial Entity Relationships section.



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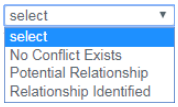
5. For each entity listed, click the arrows next to the corresponding **Related** field, and then select an option that best represents the entity's conflict-of-interest status relative to the project that triggered the disclosure.



6. Click the Save button at the bottom of the page to save the changes.

7. To view read-only data previously reported for an entity listed in this section, click the View Entity button to access a pop-up window.

   Otherwise, proceed to Step 8.

8. To review the history of entries for an entity, click the History button.

   Otherwise, proceed to Step 9.

9. To make changes to an existing entity click the Edit button to open the applicable Financial Entities document on a new page.

   See Editing an Existing Financial Entity and follow the steps in this section to edit the information on this Entity. Once you submit the edits to the Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you edited will now appear and will reflect the changes made.

Adding Notes & Attachments

For more information on the use of these common elements, refer to Adding Notes & Attachments.

Validating, Certifying and Submitting

For more information on the use of these common elements, refer to Validating, Certifying and Submitting.

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Completing Annual Disclosures

The Annual Disclosure document can be used in lieu of Project and Manual/Travel Disclosures or in conjunction with them. For institutions that do not require project/event-based disclosures, Annual Disclosures are used to collect conflicts of interest data from all or part of the faculty on an annually scheduled basis.

For institutions that do require project/event-based disclosures, the Annual Disclosure document aggregates all Project and Manual/Travel disclosures submitted from any given reporter within the last 365 days, providing an opportunity for the reporter to verify or update the information previously submitted. Annual Disclosure documents can also be used to catch conflicts of interest from reporters who may not have had any active projects within the last rolling calendar year.

The process for completing an Annual Disclosure is very similar to a Manual or Project Disclosure. Consequently, the instructions that follow may seem repetitive in places.

Initiating an Annual Disclosure

Navigation	**Main Menu > Conflict of Interest > My Disclosures > Annual Disclosure > +**

Follow these steps to initiate an Annual Disclosure:

1. Streamlyne Research will open a document for the selected project with all active Project/Event Disclosure data automatically populated. The Annual Disclosure will be open to the Disclosure tab.

   Complete the Document Overview section. For more information on this common element, refer to the **Navigation, the Action List, and Common Document Elements** manual.

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Updating Reporter & Screening Data

Disclosure > Reporter > Contact Information

The Contact Information subsection of the Reporter section displays read-only data pulled from the signed-on user's Person record. If the data in this section is incorrect, contact a Streamlyne Administrator.

Disclosure > Reporter > Unit Details

If you find that you need to edit the defaulted Unit data, refer to Disclosure > Reporter > Unit Details.

Disclosure > Screening Questionnaire

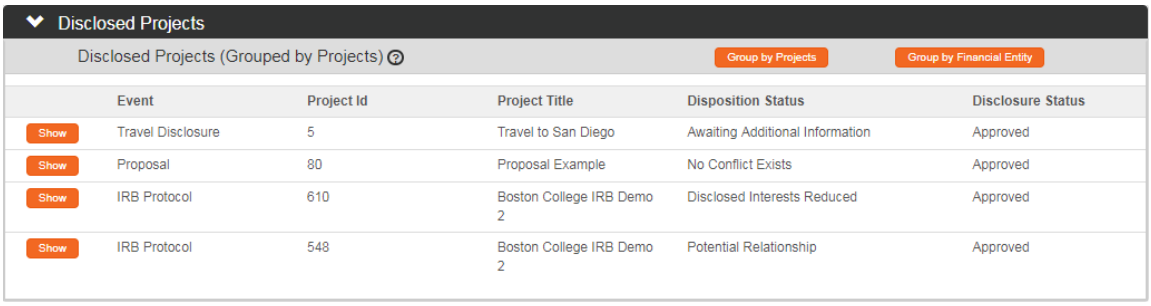
For more information on the use of this common element, refer to Disclosure > Screening Questionnaire.

Disclosure > Questionnaire

For more information on the use of this common element, refer to Disclosure Questionnaire.

Updating Disclosed Projects

Reviewing & Updating Existing Disclosed Project Data



The Disclosed Projects section contains all Manual and Project Disclosures generated for the reporter.

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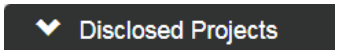
1. Click the header to expand the Disclosed Projects section.

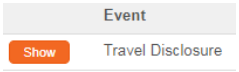


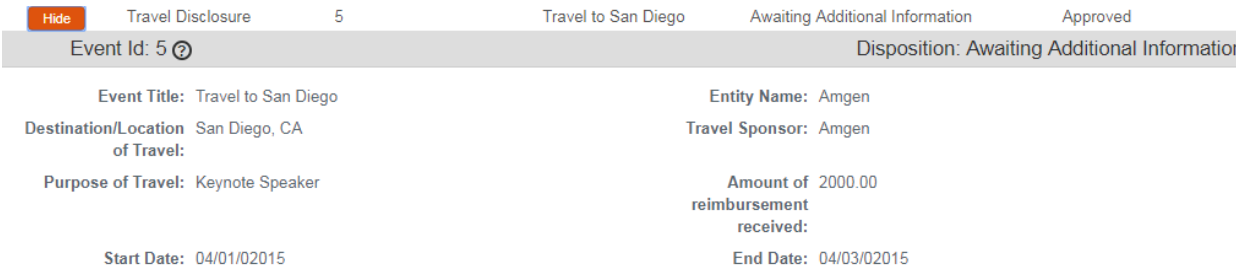
Note The identifying information for each project or event (Proposal, Award, Protocol or Travel Disclosure) submitted by the reporter is grouped into collapsed subsections. The identifying information for the project or event is not editable.

If you prefer to view this information grouped by linked Financial Entities, click the Group by Financial Entities button. Group by Financial Entity

Once here, if you would prefer to return to the defaulted page view, click the Group by Projects button. Group by Projects

2. Click the Show button to access the first Project/Event Disclosure.





3. Streamlyne Research displays additional details from the Project/Event Disclosure document, along with collapsed subsections containing the completed Questionnaire and linked Financial Entities data.

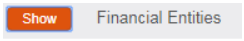
If you wish to review or update the Questionnaire responses for this Project/Event Disclosure, click the Show button next to the Questionnaire subsection.

Otherwise, skip to Step 6.

4. Make any changes to the responses.

5. Click the Save button at the bottom of the page to save the changes. Save

6. Click the Show button to access the linked Financial Entities for this Project/Event Disclosure.



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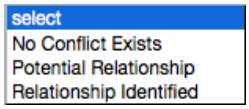
7. The system displays the Financial Entity data reported on the original Project Disclosure.

   For each entity listed, click the arrow next to the corresponding **Related** field, and then select an option that best represents the entity's conflict-of-interest status relative to the project.



Note If you need to report a new financial interest with a previously unreported entity, click the New Financial Entity button and refer to Creating a New Financial Entity.

8. Click the Save button at the bottom of the page to save the changes.

9. To view read-only data previously reported for an entity listed in this section, click the View Entity button to access a pop-up window.

   Otherwise, proceed to Step 10.

10. To review the history of entries for an entity, click the History button.

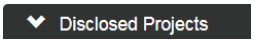
    Otherwise, proceed to Step 11.

11. To make changes to an existing entity click the Edit button to open the applicable Financial Entities document on a new page.

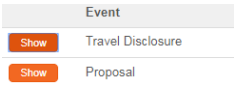
    See Editing an Existing Financial Entity and follow the steps in this section to edit the information on this Entity. Once you submit the edits to the Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you edited will now appear and will reflect the changes made.

Adding a New Financial Entity to the Disclosed Project Section

1. If you have not already done so, click the header to expand the Disclosed Projects section.



2. If you have not already done so, click the Show button to access the Project/Event Disclosure to which you wish to add a Financial Entity.



3. Click the New Financial Entity button.

4. Streamlyne Research will open a new Financial Entities document on a new page. Return to Creating a New Financial Entity and follow the steps in this section to report this new relationship. Once you submit the new Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you added will now appear.

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5. Return to Reviewing & Updating Existing Disclosed Project Data and complete the steps outlined in this section.

Adding Notes & Attachments

For more information on the use of these common elements, refer to Adding Notes & Attachments.

Validating, Certifying and Submitting

For more information on the use of these common elements, refer to Validating, Certifying and Submitting.

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Completing Master Disclosures

While Annual Disclosures aggregate all active Project/Event and Manual Disclosures from the last rolling calendar year, Master Disclosure documents aggregate all conflict data ever recorded for any given reporter on Manual and Project/Event Disclosures into a single document regardless of active/inactive status and submission date.

Some institutions may choose not to require faculty to review and update Master Disclosures when employees routinely submit Annual Disclosures. Other institutions may not use Annual Disclosures and therefore may use Master Disclosures to update or verify conflict of interest data before releasing funding for a project for the next funding cycle. Therefore, Master Disclosures can be used any time an institution may have a need for employees to verify and update their conflict of interest data that was previously reported.

Accessing the Master Disclosure

Navigation	**Main Menu > Conflict of Interest > My Disclosures > Master Disclosure > +**

1. Streamlyne Research will open a document for the signed-on user with all previously submitted Project/Event Disclosure data automatically populated, regardless of whether the Project/Event is still active. The Master Disclosure will be open to the Disclosure tab.

   Complete the Document Overview section. For more information on this common element, refer to the **Navigation, the Action List, and Common Document Elements** manual.

Updating Reporter & Screening Data

Disclosure > Reporter > Contact Information

The Contact Information subsection of the Reporter section displays read-only data pulled from the signed-on user's Person record. If the data in this section is incorrect, contact a Streamlyne Administrator.

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Disclosure > Reporter > Unit Details

If you find that you need to edit the defaulted Unit data, refer to Disclosure > Reporter > Unit Details.

Disclosure > Screening Questionnaire

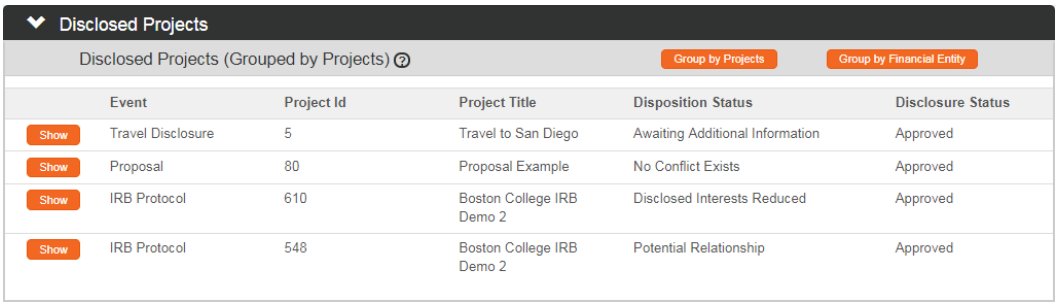
For more information on the use of this common element, refer to Disclosure > Screening Questionnaire.

Disclosure > Questionnaire

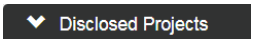
For more information on the use of this common element, refer to Disclosure > Questionnaire.

Updating Disclosed Projects

Reviewing & Updating Existing Disclosed Project Data



The Disclosed Projects section contains all Manual and Project Disclosures previously submitted by the reporter.

1. Click the header to expand the Disclosed Projects section. 

Note The identifying information for each project or event (Proposal, Award, Protocol or Travel Disclosure) submitted by the reporter is grouped into collapsed subsections. The identifying information for the project or event is not editable.

If you prefer to view this information grouped by linked Financial Entities, click the Group by Financial Entities button.

Once here, if you would prefer to return to the defaulted page view, click the Group by Projects button.

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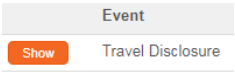
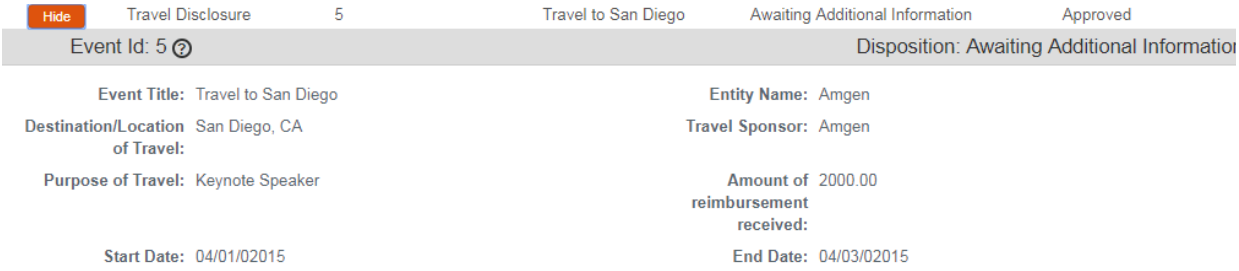
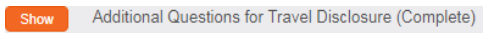
2. Click the Show button to access the first Project/Event Disclosure.





3. Streamlyne Research displays additional details from the Project/Event Disclosure document, along with collapsed subsections containing the completed Questionnaire and linked Financial Entities data.

If you wish to review or update the Questionnaire responses for this Project Disclosure, click the Show button next to the Questionnaire subsection.

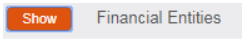


Otherwise, skip to Step 6.

4. Make any changes to the responses.

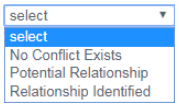
5. Click the Save button at the bottom of the page to save the changes.

6. Click the Show button to access the linked Financial Entities for this Project/Event Disclosure.



7. The system displays the Financial Entity data reported on the original Project Disclosure.

For each entity listed, click the arrows next to the corresponding **Related** field, and then select an option that best represents the entity's conflict-of-interest status relative to the project.



Note If you need to report a new financial interest with a previously unreported entity, skip to Adding a New Financial Entity to the Disclosed Project Section.

8. Click the Save button at the bottom of the page to save the changes.

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9. To view read-only data previously reported for an entity listed in this section, click the View Entity button to access a pop-up window. View Entity

   Otherwise, proceed to Step 10.

10. To review the history of entries for an entity, click the History button. History

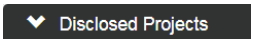
    Otherwise, proceed to Step 11.

11. To make changes to an existing entity click the Edit button to open the applicable Financial Entities document on a new page. Edit

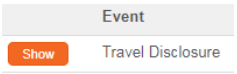
    See Editing an Existing Financial Entity and follow the steps in this section to edit the information on this Entity. Once you submit the edits to the Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you edited will now appear and will reflect the changes made.

Adding a New Financial Entity to the Disclosed Project Section

1. If you have not already done so, click the header to expand the Disclosed Projects section.



2. If you have not already done so, click the Show button to access the Project/Event Disclosure to which you wish to add a Financial Entity.



3. Click the New Financial Entity button. New Financial Entity

4. Streamlyne Research will open a new Financial Entities document on a new page. Return to Updating Adding a New Financial Entity and follow the steps in this section to report this new relationship. Once you submit the new Financial Entity, you will then be redirected back to the Disclosure document. The Financial Entity you added will now appear.

5. Return to Reviewing & Updating Existing Disclosed Project Data and complete the steps outlined in this section.

Adding Notes & Attachments

For more information on the use of these common elements, refer to Adding Notes & Attachments.

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Validating, Certifying and Submitting

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