

COIC Reviewer Instructions

Your role as a manager is to review each of the disclosures for employees you directly supervise. This is accomplished in [IRBManager](#). Only disclosures containing at least one “yes” response will route to you for review. It is also a best practice to discuss such external activities (as reported on the disclosure) at the annual performance evaluation.

1. **You can access disclosure forms in two ways. It is important that you review the disclosure form and complete the manager review form.**

Option 1: You will receive an email notification from “IRBManager on behalf of Role Conflict of Interest” notifying you of a COIC Disclosure for Review. Follow the Disclosure Form Link in the email notification. The COI Office will have reviewed the plan and may include notes in the disclosure in an orange text box. At the bottom of the page is the COI Office’s recommendation for how to proceed.

Record your review utilizing the Manager’s Review Form link on the next page. Click ‘Next’ at the bottom of the page and ‘Submit’ to complete your review.

Option 2: Log in to [IRBManager](#). There is a ‘COIC’ button on the Iowa State [Okta login page](#). Once you have logged in, you will see a tab that says ‘Reviews.’ Click on the ‘Manager Review Form’ link. In the upper left of the page there is a ‘COIC Disclosure Form’ link. The COI Office will have reviewed the disclosure and may include notes in the disclosure in an orange text box. At the bottom of the page is the COI Office’s recommendation for how to proceed.

Record your review utilizing the Manager’s Review Form that is open in a separate tab. Click ‘Next’ at the bottom of the page and ‘Submit’ to complete your review.

2. **If you would like to add comments for the COI Office or request that the COI Office require the discloser to change an answer, add notes to the disclosure.** To do so, click on the “Add Note” button on the COIC Disclosure Form question. The system will ask you to add a comment. So long as the ‘Internal Note Only’ box remains checked, the comment will be visible only to you and authorized individuals involved in the review process; it will not be visible to the employee. If you want the discloser to see the comment, uncheck the ‘Internal Note Only’ box.
3. If you want to review disclosures you have already approved, you can click on the ‘Completed Reviews’ link on your Reviews tab.
4. The COI Office will periodically send you COIC Disclosure Reports so you can ensure that everyone you supervise discloses.

If you have questions about the process, please contact **Brooke Langlitz at 4-7793, Lynn Comito at 4-3324** or coi@iastate.edu.