



## Process for Reviewer COI / COC Certifications & For Those Under A Management Plan

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<https://coi.connect.uvm.edu/COI>

### Overview

[Reviewers](#) may not review or acknowledge their own COI / COC Certifications. In addition, some employees may be under a management plan whereby their reporting chain is outside of the normal process. These reviews and acknowledgments must be handled outside the UVMClick system as follows:

1. Reviewer/Employee completes their COI/COC disclosure form. User guides can be found [here](#).
2. Once completed, Reviewer clicks "Printer Version" and then prints the document to PDF.
3. Reviewer emails the pdf to:
  - a. Designees – to their Dean, Vice President, Vice Provost, or Chief Officer.
  - b. Deans and Vice Provosts – to the Assistant Provost and Chief of Staff.
  - c. Vice Presidents and Chief Officers – Vice President for Finance and Administration.
  - d. Those Under a Management Plan & Others – as assigned.
4. Those listed in #3 above will process the COI / COC PDF outside of UVMClick as follows:
  - a. If there are no outstanding issues, send an email back to the Reviewer acknowledging that no further action is required.
  - b. If there are outstanding issues or decisions/comments to clarify the acknowledgment of the review, specify those in your email response to the Reviewer. In addition, attach any documents related to the review. Some examples any include supporting documentation, agreements with the Reviewer, and any monitoring/management plans.
5. Reviewer uploads a copy of the email approval along with all attachments into the UVMClick system via the "Log Comment" activity.
6. Reviewer clicks on the "Department Review Complete" activity to acknowledge their own/the other employee's certification in the UVMClick system.

The individual listed in #3 above is the one responsible for reviewing and acknowledging the disclosure form; however, this process confirms that review and is only an administrative step designed to document the acknowledgment.