



PROCESS FOR REVIEWER COI / COC CERTIFICATIONS & FOR THOSE UNDER A MANAGEMENT PLAN

Last updated 11/10/2022

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

OVERVIEW

The UVMClick system is not able to assign [reviewers](#) to individual disclosure forms. The limited functionality results in reviewers being assigned review responsibility for their supervisor's forms as well as for their own forms. Procedurally, reviewers may neither review/acknowledge their own disclosure forms nor review/acknowledge those disclosure forms submitted by their supervisor or manager. As a result, UVM has had to implement this manual workaround process for disclosure forms submitted by themselves and by those up their chain of command. In addition to reviewers and supervisors/managers, some employees may be under a management plan whereby their reporting chain is assigned outside of the normal process. Until such time as the UVMClick technology allows for individual assignment of reviewers within the system, these reviews and acknowledgments must be handled manually and outside of the UVMClick system.

PROCESS

1. Reviewer/Employee completes their COI/COC disclosure form in the UVMClick system. User guides can be found [here](#). Do not click "Department Review Complete" at this stage. That will come later.
2. Once the disclosure form has been filled out, reviewer clicks "Printer Version" and then prints the document to PDF.
3. Reviewer emails the PDF to one of the following "chain of command reviewers":
 - 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 – to the Vice President for Finance and Administration.
 - d. Those Under a Management Plan & Others – as assigned and/or specified in the written Management Plan.

4. Those chain of command reviewers listed in #3 a-d above will process the PDF version of the disclosure form outside of UVMClick as follows:
 - a. If there are no outstanding issues, send an email back to the discloser acknowledging that the form has been reviewed and that no further action is required.
 - b. If there are outstanding issues or decisions/comments to clarify the acknowledgment of the review, send an email back to the discloser specifying those issues, decisions, or comments. Most common disclosures can be addressed with an email. [Templates](#) are available. In addition to the email response, attach any documents related to the review to the email. Some examples may include supporting documentation, agreements with the discloser, and any monitoring/management plans.
 - c. If more than an email is needed (e.g., a written management plan), contact coi.coc@uvm.edu for assistance. You will then be provided with additional documentation and information.
5. Once the discloser has received the email response from the chain of command reviewers, the discloser will upload a copy of the email along with all attachments into the UVMClick system via the "Log Comment" activity. Detailed instructions are found in the [user guide](#).
6. Once the supporting documentation has been added, the discloser will then click on the "Department Review Complete" activity to acknowledge the certification in the UVMClick system.

While the reviewer is "acknowledging" in the system, the individual listed in #3 above is the one actually performing the review and acknowledging the disclosure form. This process confirms that the review in UVMClick is only an administrative step designed to document the acknowledgment.