Reviewer’s Role in eCOI

How to Navigate the System
As designated in the Conflicts of Interest Policy for Wake Forest University, a “Reviewer” is responsible for reviewing and signing off on the annual disclosure of those “Members” who report to the Reviewer. This process is electronic and must be completed before the COI office can review the annual disclosure.
Log into the COI System

- The COI Office will alert you through email with a link to our eCOI system whenever you have Annual Disclosures that require your review.
- You can access the eCOI system anywhere off campus using VPN! The web address for eCOI is https://coi.wfu.edu
Log into the COI System

Click here to Login

Outside Interest and Outside Commitment Disclosure

To prepare for completing this form, you may want to collect the following documents:

- Any consulting agreements you have signed this year
- Your stock options agreements
- Your stock portfolio summary
- Your 1099 forms for the previous calendar year (January-December)
- W-2 forms from outside employment for the previous calendar year (January-December)

Return to this site to update your disclosure at any time. Substantial changes in outside activities must be updated on the disclosure within 30 days of occurrence. Each disclosure is date stamped and archived.

If you have questions regarding the Outside Interest disclosure process, please contact the Conflict of Interest Office at (336) 716-9300 or coi@wakehealth.edu.
Log into the COI System

Enter your WFU user name and password
Click on the Annual Disclosure(s) in the Supervisor Review State

Click on the Annual Disclosure(s) which require your review, as indicated by the Supervisor Review “State”
Click the “View Disclosure” button to review the Member’s Annual Disclosure.
Be sure to scroll down the page to review all disclosure information.

Click “Close” to return to the previous screen.
Review Management Plan

If a management plan has been uploaded, click here to open and review.
Click the “Complete Supervisor Review” button to complete your review.
Complete Supervisor Review

Click the radio button which corresponds to your assessment of the Annual Disclosure and add any additional comments you would like to provide.

* I have reviewed this disclosure and believe that:
  - No Conflict of Interest exists
  - A potential or actual Conflict of Interest exists
    - Clear

Additional Comments:

Click OK at the bottom to submit your review.
Supervisor Review Complete

Click “My Inbox” to review additional employee disclosures.
• You will receive a monthly email if you have any new or revised disclosures which require your review
• If you have questions or need assistance in determining if a relationship is a conflict of interest, contact the COI Office (336) 716-9300 or COIDisclosures@wakehealth.edu