

Huron eCOI - User Guide for Leaders Reviewing a Pre-approval Request

Introduction

A Pre-approval Request (PAR) should be completed by an Individual seeking approval from their leadership and from the Office of Conflicts & Integrity for **outside consulting, other employment opportunities, and educational activities funded by Industry.**

As the leader assigned to review a PAR, your considerations for review include:


- Determining if the requested activity is appropriate given the value it may add to Atrium Health (if applicable to the particular activity).
- Determining whether or not the activity will create a conflict of commitment for the Requestor.


If you approve the PAR, the secondary review by the Office of Conflicts & Integrity will include a review for compliance with institutional policy.

Logging In to Huron eCOI

1. **To begin your review, open the email notification and use the link in the email to login to Huron eCOI. Login with your wakehealth.edu or atriumhealth.org username and password.**

Carolus Magnus (safcomm2) has submitted a Pre-Approval Request for your review

 No-reply Click <no-reply@hcg.com>
To Leader's Name

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

To:	Leader's Name
Link:	Magnus/Pfizer (PAR0000093) [hrspwfahstage3a.huronclick.com]
Discloser:	Carolus Magnus (safcomm2)

The above discloser has submitted a Pre-Approval Request which requires your review. Click on the provided link to take the next steps to complete the review process.

Click on this link to login.

Review a Pre-approval Request

1. Once you are logged in, you will be on the landing page for the PAR you need to review.

The screenshot displays the COI system interface for reviewing a Pre-approval Request (PAR). The main header shows the breadcrumb path: COI > Disclosures > Disclosure Profile for Bob Smith (disc) > Smith/Astra Zeneca. The status is 'Under Review'. The request details include: Request type: Consulting, Proctoring, and other Professional Services; Assigned reviewer: Todd Altman (cso2); Current review stage: Supervisor; Review stage: 1 of 2; and Discloser's Title: [blank]. The discloser information is: Discloser: Bob Smith (disc); Discloser's employer: Genome Center. A flowchart shows the process: Pre-Submission -> Review (highlighted) -> Review Complete, with a 'Clarification Requested' loop from Review back to Pre-Submission. The left sidebar contains a 'Next Steps' section with a 'View Pre-Approval Request' button and a 'Submit My Review' button. A callout box points to the 'Submit My Review' button with the text: 'Click here to review the details of the request.' Another callout box points to the 'Review' step in the flowchart with the text: 'Here you will find the name and department of the Requestor.' The bottom section shows a table with columns: Activity, Author, and Activity Date. The first row shows: Pre-Approval Request Submitted, Smith (disc), Bob, 6/15/2023 11:24 AM.

2. Once you have reviewed the questions and responses, click the Exit button at the bottom to return to the landing page.
3. At this point, you can either approve/disapprove the request (go to step 4) or you can *Request Clarifications* (go to step 6) directly from the Requestor if further information is needed to make your determination.
4. To approve or disapprove the request, click on “Submit My Review” in the menu on the left.

Dashboard COI

Disclosures Requests Certifications Plans Triggering Events Reports Meetings Help Center

COI > Disclosures > Disclosure Profile for Bob Smith (disc) > Smith/Astra Zeneca

Under Review

PAR00000086: Smith/Astra Zeneca

Date created: 6/12/2023 9:36 AM
Date submitted: 6/15/2023

Request type: Consulting, Proctoring, and other Professional Services
Assigned reviewer: Todd Altman (cso2)
Current review stage: Supervisor
Review stage: 1 of 2

Discloser: Bob Smith (disc)
Discloser's employer: Genome Center

Next Steps

View Pre-Approval Request

Submit My Review

Request Clarifications

Assign Reviewer

Manage Ancillary Reviews

Add Comment

Add Private Comment

Pre-Submission → Review → Review Complete

Clarification Requested

History Review Information

Filter by Activity Enter text to search + Add Filter X Clear All

Activity	Author	Activity Date
Pre-Approval Request Submitted	Smith (disc), Bob	6/15/2023 11:24 AM

5. Indicate whether you want to recommend approval or not and enter any comments, if needed.

Submit My Review

Submitting this review will move the pre-approval request to the next stage of the review process.

1. *** Do you recommend approval of this request?**

Yes No [Clear](#)

2. **Comments:**

3. **Supporting documents:**

+ Add

Name	Description
There are no items to display	

Make sure you click OK to submit.

OK Cancel

- If you approve, the request will then be routed to the Office of Conflicts & Integrity for their review.

- If you disapprove, the Requestor will be notified and the PAR will be removed from your queue and from further routing.
6. If you need the Requestor to clarify any details of the request, click on “Request Clarifications” in the menu on the left.

The screenshot shows the COI system interface for a PAR00000086: Smith/Astra Zeneca. The page is titled "Under Review" and displays the following information:

- Date created:** 6/12/2023 9:36 AM
- Date submitted:** 6/15/2023
- Request type:** Consulting, Proctoring, and other Professional Services
- Assigned reviewer:** Todd Altman (cso2)
- Current review stage:** Supervisor
- Review stage:** 1 of 2
- Discloser:** Bob Smith (disc)
- Discloser's employer:** Genome Center

The workflow diagram shows the following steps: Pre-Submission, Review (highlighted in orange), and Review Complete. A "Clarification Requested" step is shown below the Review step.

The "Next Steps" section includes the following options:

- View Pre-Approval Request
- Submit My Review
- Request Clarifications (highlighted with a blue box)
- Assign Reviewer
- Manage Ancillary Reviews
- Add Comment
- Add Private Comment

The "History" section shows the following activity:

Activity	Author	Activity Date
Pre-Approval Request Submitted	Smith (disc), Bob	6/15/2023 11:24 AM

7. Type your question for clarification into the box and click OK for your clarification request to be sent to the Requestor.

The "Request Clarifications" form is displayed. It contains the following sections:

- Comments:** A large text area for entering the clarification request.
- Supporting documents:** A section with an "+ Add" button and a table with columns "Name" and "Description". The table currently contains the text "There are no items to display".

At the bottom right of the form, there are "OK" and "Cancel" buttons.

- The request cannot be processed for approval until you receive a response from the Requestor.
- You will receive an email notification once a response has been submitted in order for you to login and finish your review.

For questions or assistance, contact the Office of Conflicts & Integrity:

- Wake Forest Baptist, Navicent and Floyd: coioffice@wakehealth.edu or 336-716-9300
- Greater Charlotte: CorporatecomplianceCOI@atriumhealth.org or 704-512-5900