



eCOI

**Electronic Request Process for Outside
Employment and Non-Certified Industry Funded
Educational Activities**

User Guide

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Introduction

Policy requires that all faculty, staff, and network physicians seek prior approval from their appropriate Chair, Section Head, Director, VP, etc. for any outside activity funded by Industry Vendors. ECOI is a web-based, electronic system developed at Wake Forest Baptist Medical Center and customized to facilitate this process. Faculty, staff, and network physicians not only submit their annual disclosures via eCOI, but they can also use the system to request prior approval for:

- Outside employment opportunities (outside employment generally requires a personal consulting agreement from the Industry Vendor)
- Non-certified educational activities, such as:
 - Attending an industry-funded educational event
 - Organizing an industry-funded educational event
 - Speaking at an industry-funded educational event
 - Travel to view capital equipment funded by industry

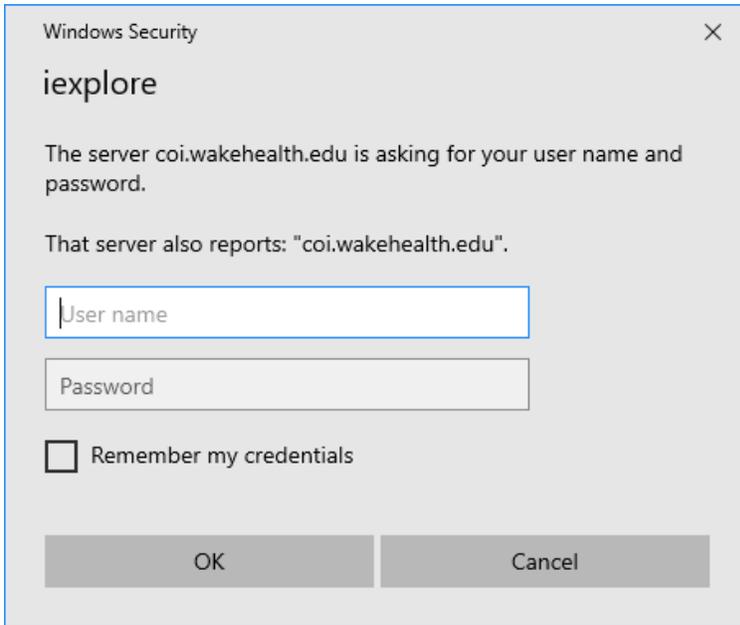
ECOI electronically routes Outside Activity requests to the appropriate individual(s) for approval and notifies individuals once the required approvals have been obtained.

*Please note that this electronic preapproval process is a policy compliance requirement. It does not replace any institutional requirements for travel and reimbursable expenses submitted via Concur.

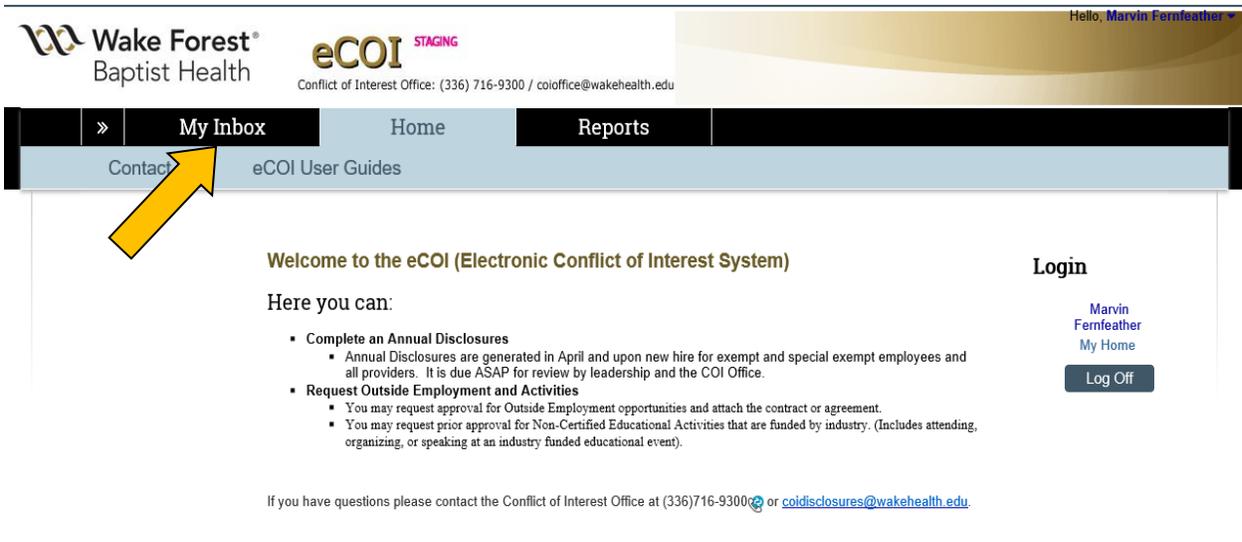
Logging In

The eCOI website can be accessed by any computer with internet connectivity at: <http://coi.wakehealth.edu>

Enter your medical center ID and password in the pop-up box.



Once logged into the system, select “My Inbox” at the top left of your screen.



You must choose the appropriate role before you can access the outside activity forms. Select "Outside Activities Inbox" on the left side of the page.

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 Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu

Hello, Marvin Fernfeather

» My Inbox Home Reports

My Roles Page for Marvin Fernfeather

Annual Disclosure Inbox
Outside Activities Inbox

Welcome to your Personal Folder. Choose the correct role (Disclosure or Outside Activity) on the left side of the page to navigate eCOI.

Resources

- Conflict of Interest Policy
- Conflict of Commitment Policy
- Annual Disclosure Instructions
- Supervisor Review Instructions

My Inbox My Report To Status

Complete any items found below. Once complete it will remove the item from your inbox.

Filter by Name Enter text to search for + Add Filter x Clear All

Name	Date Created	State	Date Submitted	Supervisor
FCOI Training for Marvin Fernfeather 2019	8/7/2019 12:41 PM	Open		
Annual Disclosure Certification for Marvin Fernfeather 2019	8/7/2019 11:40 AM	Draft		Teresa Anderson

2 items page 1 of 1 10 / page

Select "Outside Activity Request" to initiate the electronic request process.

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Hello, Marvin Fernfeather

» My Inbox Home Reports

My Roles Page for Marvin Fernfeather

Annual Disclosure Inbox
 Outside Activities Inbox

Welcome to your Personal Folder. Choose the correct role (Disclosure or Outside Activity) on the left side of the page to navigate eCOI.

Create

Outside Activity Request

Resources

- Outside Activities User Guide
- Conflict of Interest Policy
- Conflict of Commitment Policy

My Inbox Pending Dept Review or COI Review My Outside Activities Approver

Complete any items found below. Once complete it will remove the item from your inbox.

Filter by ID Enter text to search for + Add Filter x Clear All

ID	Name	Owner	State	Date Submitted	Requestor	Dept Approver
OA00000363	Outside Employment Request Form requested by Marvin Fernfeather Starting November 25, 2019	Fernfeather, Marvin	Draft		Marvin Fernfeather	Clark Kent
OA00000359	Attending Industry-Funded Educational Event requested by Marvin Fernfeather Starting September 30, 2019	Fernfeather, Marvin	Draft		Marvin Fernfeather	Teresa Anderson

2 items page 1 of 1 10 / page

Use the “Back” and “Continue” buttons to navigate through the electronic form. Click the “Save” button on the banner before navigating back or exiting the system prior to submission of the form. Otherwise, you could lose information you have already entered.

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« Back Save Print Continue »

Outside activities that require prior approval include, but are not limited to industry-paid or sponsored consulting, speaking, expert testimony, paid court appearances, laboratory testing, teaching, etc.

B. Outside activities that require approval also include outside fiduciary and management roles in organizations including board of directors, officers, manager, or medical director of a for-profit company, non-profit organization, charitable foundation, or academic society.

C. Outside activities that do not require prior approval include writing, membership on peer review panels, visiting professorships or lectureships at academic medical centers, federal and non-federal study section membership, grant review panels, attendance at meetings paid by academic societies or non-profit organizations, and textbook editorships.

* 1. For what activity are you requesting prior approval? ⓘ

Outside Employment

Industry-Funded Non-Certified Educational Activity

[Clear](#)

* 2. Name of faculty or staff member requesting activity:

* 3. Name of Approver? ⓘ

« Back Save Print Continue »

All questions marked with a red asterisk are required. Blue help bubbles are distributed throughout the electronic module to provide more detailed information and instructions directly related to the individual questions.

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Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu

« Back Save Print Continue »

A. Outside activities that require prior approval include, but are not limited to industry-paid or sponsored consulting, speaking, expert testimony, paid court appearances, laboratory testing, teaching, etc.

B. Outside activities that require approval also include outside fiduciary and management roles in organizations including board of directors, officers, manager, or medical director of a for-profit company, non-profit organization, charitable foundation, or academic society.

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* 1. For what activity are you requesting prior approval? ⓘ

Outside Employment

Industry-Funded Non-Certified Educational Activity

[Clear](#)

* 2. Name of faculty or staff member requesting activity:

* 3. Name of Approver? ⓘ

« Back Save Print Continue »

Click the blue bubble again to remove the purple help field.

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« Back Save Print Continue »

A. Outside activities that require prior approval include, but are not limited to industry-paid or sponsored consulting, speaking, expert testimony, paid court appearances, laboratory testing, teaching, etc.

B. Outside activities that require approval also include outside fiduciary and management roles in organizations including board of directors, officers, manager, or medical director of a for-profit company, non-profit organization, charitable foundation, or academic society.

C. Outside activities that do not require prior approval include writing membership on peer review panels, visiting professorships or lectureships at academic medical centers, federal and non-federal study section membership, grant review panels, attendance at meetings of academic societies or non-profit organizations, and textbook editorships.

* 1. For what activity are you requesting prior approval? ⓘ

Outside Employment

Industry-Funded Non-Certified Educational Activity

[Clear](#)

Outside Employment:
Generally involves a personal consulting agreement or contract with the outside entity. Regular or periodic involvement with a business, company, or other outside activity that relates to your Institutional professional/scholarly discipline or duties, or with any organization (for-profit or non-profit) in which I am an officer, board member, or other responsible official, whether paid or unpaid

Industry-Funded Non-Certified Educational Activity:
Generally involves a one-time organized educational activity funded fully or partially by an outside vendor and for which you will attend, organize or speak. One request may be used for multiple WFBMC individuals.

The electronic system branches questions based on your answers. To enter a date, click the small calendar icon. You can then select the correct date from the calendar to populate the form.

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« Back Save | Exit | Hide/Show Errors | Print... | Jump To: Identification » Continue >>

* 1. For what activity are you requesting prior approval? ⓘ

Outside Employment

Industry-Funded Non-Certified Educational Activity

[Clear](#)

A new request is required for each contractual outside employment opportunity

* 1a. Projected Start Date: ⓘ

7/20/2018

* 2. Name of faculty member (Last, First, Middle Initial): ⓘ

Debra McBride S activity:

* 3. Name of Applicant (Last, First, Middle Initial): ⓘ

Teresa Anderson S (Director or VP):

July, 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select date

« Back Save | Exit | Hide/Show Errors | Print... | Jump To: Identification » Continue >>

Dropdown lists automatically appear for you to select an individual's name

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Conflict of Interest Office: (336) 716-9300 / coloffice@wakehealth.edu

« Back Save Print Continue »

A. Outside activities that require prior approval include, but are not limited to industry-paid or sponsored consulting, speaking, expert testimony, paid court appearances, laboratory testing, teaching, etc.
B. Outside activities that require approval also include outside fiduciary and management roles in organizations including board of directors, officers, manager, or medical director of a for-profit company, non-profit organization, charitable foundation, or academic society.
C. Outside activities that do not require prior approval include writing, membership on peer review panels, visiting professorships or lectureships at academic medical centers, federal and non-federal study section membership, grant review panels, attendance at meetings paid by academic societies or non-profit organizations, and textbook editorships.

* 1. For what activity are you requesting prior approval? ⓘ

Outside Employment

Industry-Funded Non-Certified Educational Activity

[Clear](#)

* 2. Name of faculty or staff member requesting activity: 

* 3. Name of Approver? ⓘ

Enter the first three letters of the individual's last name. A dropdown menu will automatically appear. Choose the correct name

« Back Save Print Continue »

Electronic submission of your Outside Activity request is a two-step process. You must select **both** "Ready to Submit" and "Finish", as indicated by the arrows below.

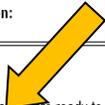
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Conflict of Interest Office: (336) 716-9300 / coloffice@wakehealth.edu

« Back Save Exit Hide/Show Errors Print Jump To Finish

Summary

- This is a summary of the request you have created for approval.

Title:	Attending Industry-Funded Educational Event requested by Peter Parker Starting January 30, 2020
End Date:	1/30/2020
Requestor:	Peter Parker
Assigned Depart Approver:	Clark Kent
Vendor(s):	A.P. Pharma, Inc.
Location:	Chicago, Illinois
Description:	Nurses responsible for administering chemo Managing side effects of chemo Increased patient safety



- When you are ready to submit, check the box below and click "Finish"

Ready to Submit?

« Back Save Exit Hide/Show Errors Print Jump To  Finish

An Outside Activity request that has NOT been submitted remains in Draft status and cannot be approved.

Status

Draft

[Edit Outside Activity Form](#)

[Printer Version](#)

My Activities

[Log Comment](#)

[Send Forms to Requestor for Review](#)

[Withdraw by User](#)

Event Type: Attending Industry-Funded Educational Event

Submitter: Marvin Fernfeather

Requestor: Peter Parker **Assigned Department Approver:** Clark Kent

Record Number: OA00000367

Date Created: 1/8/2020 3:11 PM **Date Submitted:**

For questions, please contact COI Office 336-716-9300.

Summary History

Summary

Title:	Attending Industry-Funded Educational Event requested by Peter Parker Starting January 30, 2020
End Date:	1/30/2020
Requestor:	Peter Parker
Assigned Depart Approver:	Clark Kent
Vendor(s):	A.P. Pharma, Inc.
Location:	Chicago, Illinois
Description:	Nurses responsible for administering chemo Managing side effects of chemo Increased patient safety

Vendor Documents:

Name	Version
Agenda.docx	0.01

Trainer Bios:

Name	Version
biosketch.docx	0.01

Approving Outside Activity Requests

Approval of electronic Outside Activity requests is required by the individual requesting the activity (if different from the individual submitting the electronic form), the Department (e.g. Section head, Department Chair, Director, etc.), and the COI Office. If your electronic approval and signature are required, an email notification will be sent to you with a link to eCOI. Log into the system and go to your inbox.

The screenshot shows the eCOI system home page for James Moore. The top navigation bar includes 'My Inbox', 'Home', and 'Reports'. A yellow arrow points to the 'My Inbox' link. The main content area features a 'Welcome to the eCOI (Electronic Conflict of Interest System)' message, a 'Login' section with 'Log Off' and 'My Home' links, and a list of tasks: 'Complete an Annual Disclosures' and 'Request Approval of Outside Employment and Activities'. A blue box at the bottom of the main content area contains the text: 'To get started, click My Inbox at the top left of your screen'.

Select "Outside Activities" under "My Roles"

The screenshot shows the 'My Roles' page for James Moore. The 'My Roles' section on the left has 'Outside Activities Inbox' circled in red. The main content area is titled 'Page for James Moore' and contains a 'Welcome to your Personal Folder' message. Below this is a search bar with the text 'No data to display.' and a pagination control showing 'page 1 no results'.

“My Inbox” has two sections. The top section contains Outside Activity requests which require your review and approval. Select the Outside Activity request you wish to review.

My Roles
 Annual Disclosure Inbox
 Outside Activities Inbox

Create
 Outside Activity Request

Resources
 Outside Activities User Guide
 Conflict of Interest Policy
 Conflict of Commitment Policy

Page for James Moore
 Welcome to your Personal Folder. Choose the correct role (Disclosure or Outside Activity) on the left side of the page to navigate eCOI.

My Inbox Pending Dept Review or COI Review My Outside Activities Approver

Complete any items found below. Once completed, the item(s) will move out of your inbox and into the section titled "Reviews Previously Completed"

Filter by ID Enter text to search for + Add Filter X Clear All

ID	Name	Owner	State	Date Submitted	Requestor	Dept Approver
OA00000423	Speaking at Industry-Funded Educational Event requested by Tony Stark Starting February 14, 2021	Stark, Tony	Pending Departmental Approval	1/29/2021	Tony Stark	James Moore
OA00000420	Outside Employment Request Form requested by Tony Stark Starting April 15, 2021	Stark, Tony	Pending Departmental Approval	1/29/2021	Tony Stark	James Moore

2 items page 1 of 1 10 / page

Reviews Previously Completed

Filter by Faculty First Name Enter text to search for + Add Filter X Clear All Export

Faculty First Name	Faculty Last Name	Vendors	Days Annually	Annual Income	Projected Start Date
Tony	Stark	Covis Pharmaceuticals	12	24000	6/1/2021
Clark	Kent	Astellas Pharma Inc.	2	7000	5/12/2021
Clark	Kent	GlaxoSmithKline	6	9000	4/1/2021
Tony	Stark	Smith and Nephew Wound Management	3	9000	3/31/2021
Peter	Parker	Pfizer, Inc.	4	24000	3/15/2021
Tony	Stark	Eli Lilly and Company		4800	3/2/2021
Peter	Parker	Johnson & Johnson Pharmaceutical Research & Development		3500	2/25/2021

7 items page 1 of 1 10 / page

The outside activity information is summarized into a table format, and any uploaded documents are saved below the table for your review.

Status
 Pending Departmental Approval

Event Type: Speaking at Industry-Funded Educational Event

Submitter: Tony Stark
Requestor: Tony Stark
Assigned Department Approver: James Moore

Record Number: OA00000423
Date Created: 1/29/2021 12:20 PM
Date Submitted: 1/29/2021

For questions, please contact COI Office 336-716-9300.

Information

- An Outside Activity Approval request has been successfully received and routed for review.
 - You will receive additional instruction or receive an approval message once completed.
 - If you have any questions please contact the COI Office.

Summary History

Summary	
Title:	Speaking at Industry-Funded Educational Event requested by Tony Stark Starting February 14, 2021
End Date:	2/15/2021
Requestor:	Tony Stark
Assigned Depart Approver:	James Moore
Vendor(s):	Cardiac Pacemakers
Location:	NYC
Description:	Cardiologists Educate cardiologists about the different types of heartblock and treatments currently available Network

Vendor Documents:

Name	Version
Agenda.docx	0.01

If you need to view the outside activity request form in its entirety, select "Printer Version."

Status

Pending Requestor Approval

[Edit Outside Activity Form](#)

[Printer Version](#)

My Activities

- Approve Activity - Requestor
- Log Comment
- Withdraw by User

Event Type: Attending Industry-Funded Educational Event

Submitter: Marvin Fernfeather

Requestor: Peter Parker

Assigned Department Approver: Clark Kent

Record Number: OA00000367

Date Created: 1/8/2020 3:11 PM

Date Submitted: 1/8/2020

For questions, please contact COI Office 336-716-9300.

Summary History

Summary

Title:	Attending Industry-Funded Educational Event requested by Peter Parker Starting January 30, 2020
End Date:	1/30/2020
Requestor:	Peter Parker
Assigned Depart Approver:	Clark Kent
Vendor(s):	A.P. Pharma, Inc.
Location:	Chicago, Illinois
Description:	Nurses responsible for administering chemo Managing side effects of chemo Increased patient safety

Vendor Documents:

Name	Version
Agenda.docx	0.01

Trainer Bios:

Name	Version
biosketch.docx	0.01

If you are the Requestor and approve of the Outside Activity request, select "Approve Activity," answer any questions that follow, and select "OK."

»
My Inbox
Home
Outside Act
FCOI
Research COI
...
Admin View

Status

Pending Requestor Approval

[Edit Outside Activity Form](#)

[Printer Version](#)

My Activities

- Approve Activity - Requestor
- Log Comment
- Withdraw by User
- Withdrawn by COI
- Administration
- BGTask Send Reminder Notice of Pending Requestor Review

Event Type: Speaking at Industry-Funded Educational Event

Submitter: Debra McBride

Requestor: Tony Stark

Assigned Department Approver: James Moore

Record Number: OA00000424

Date Created: 1/29/2021 2:12 PM

Date Submitted: 1/29/2021

For questions, please contact COI Office 336-716-9300.

Summary History

Summary

Title:	Speaking at Industry-Funded Educational Event requested by Tony Stark Starting April 21, 2021
End Date:	4/22/2021
Requestor:	Tony Stark
Assigned Depart Approver:	James Moore
Vendor(s):	CardioDynamics, Inc.
Location:	Las Vegas
Description:	cardiologists Teach about heart conditions requiring pacemakers Networking

Vendor Documents:

Name	Version
Agenda.docx	0.01

If you are the Departmental approver, select "Departmental Approver Review"

Status

Pending Departmental Approval

[View Outside Activity Form](#)

[Printer Version](#)

My Activities

- [Departmental Approver Review](#)
- [Log Comment](#)

Event Type: Attending Industry-Funded Educational Event

Submitter: Marvin Fernfeather

Requestor: Marvin Fernfeather

Assigned Department Approver: Clark Kent

Record Number: OA00000364

Date Created: 12/26/2019 1:46 PM

Date Submitted: 12/26/2019

For questions, please contact COI Office 336-716-9300.

Information

- An Outside Activity Approval request has been successfully received and routed for review.
- You will receive additional instruction or receive an approval message once completed.
- If you have any questions please contact the COI Office.

Summary

Title:	Attending Industry-Funded Educational Event requested by Marvin Fernfeather Starting January 30, 2020
End Date:	1/30/2020
Requestor:	Marvin Fernfeather
Assigned Depart Approver:	Clark Kent
Vendor(s):	Baxter Healthcare
Location:	Chicago, Illinois
Description:	Nurses responsible for administering chemo Learn about new IV pumps that are used to give chemo Increased patient safety

Vendor Documents:

A pop-up window will appear. Answer the question and select "OK" to submit.

Execute "Departmental Approver Review" on OA00000086 - Internet Explorer

Departmental Approver Review

Instructions:

- Complete the question to complete Outside Request.

* Do you approve of this Outside Request form? (if you select no the request will be withdrawn and a notification will be sent to the requestor)

Yes No [Clear](#)

If you are the Department Chair and are reviewing an activity request for **outside employment**, all previously approved Outside Employment requests for this faculty member can be found at the bottom of the summary page under “Active Outside Employment.”

Status

Pending Departmental Approval

[View Outside Activity Form](#)

[Printer Version](#)

My Activities

[Departmental Approver Review](#)

[Log Comment](#)

Event Type:

Submitter: Tony Stark

Requestor: Tony Stark

Assigned Department Approver: James Moore

Record Number: OA00000420

Date Created: 1/29/2021 11:11 AM

Date Submitted: 1/29/2021

For questions, please contact COI Office 338-716-9300.

Information

- An Outside Employment Prior Approval Request has been successfully received and routed for review.
 - You will receive a confirmation once approved or receive additional instructions if required.
 - If you have any questions please contact the COI Office.

Summary History

Summary for Outside Employment Request

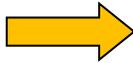
Title:	Outside Employment Request Form requested by Tony Stark Starting April 15, 2021
Requestor:	Tony Stark
Assigned Depart Approver:	James Moore
Clinical Provider or Senior Leader:	
Vendor(s):	Bard Medical Division
Nature of Duties:	Advisory board
Description:	Days per year: Annual Income: 12000
Justification:	Detail scope of work: I am an expert on heart devices. This activity will provide an opportunity to shape future products development Describe added value to your role, patient outcomes, improve service excellence: will hopefully bring clinical trials to WFEMC

Upload of the personal consulting agreement or contract:
There are no items to display

Active Outside Employment

Filter by Entity [+ Add Filter](#) [X Clear All](#) [Export](#)

Entity	Days	Annual Income	Projected Start Date	Status
Eli Lilly and Company		4800	3/2/2021	Approved
Smith and Nephew Wound Management	3	9000	3/31/2021	Approved



You can sort the list of previously approved Outside Employment requests by clicking on any of the blue headers or by using the filter option.

Summary History

Summary for Outside Employment Request

Title:	Outside Employment Request Form requested by Tony Stark Starting April 15, 2021
Requestor:	Tony Stark
Assigned Depart Approver:	James Moore
Clinical Provider or Senior Leader:	
Vendor(s):	Bard Medical Division
Description:	Nature of Duties: Advisory board
	Days per year:
	Annual Income: 12000
Justification:	Detail scope of work: I am an expert on heart devices. This activity will provide an opportunity to shape future products development Describe added value to your role, patient outcomes, improve service excellence: will hopefully bring clinical trials to WFBMC

Upload of the personal consulting agreement or contract:
There are no items to display

Active Outside Employment

Filter by Entity + Add Filter Clear All Export

Entity	Days	Annual Income	Projected Start Date	Status
Eli Lilly and Company	4800	4800	3/2/2021	Approved
Smith and Nephew Wound Management	3	9000	3/31/2021	Approved
Covis Pharmaceuticals	12	24000	6/1/2021	Approved

3 items page 1 of 1 10 / page

If applicable, you can display more than ten active Outside Employment requests on one page by changing the number at the bottom to a larger number (e.g. 100)

Summary History

Summary for Outside Employment Request

Title:	Outside Employment Request Form requested by Tony Stark Starting April 15, 2021
Requestor:	Tony Stark
Assigned Depart Approver:	James Moore
Clinical Provider or Senior Leader:	
Vendor(s):	Bard Medical Division
Description:	Nature of Duties: Advisory board
	Days per year:
	Annual Income: 12000
Justification:	Detail scope of work: I am an expert on heart devices. This activity will provide an opportunity to shape future products development Describe added value to your role, patient outcomes, improve service excellence: will hopefully bring clinical trials to WFBMC

Upload of the personal consulting agreement or contract:
There are no items to display

Active Outside Employment

Filter by Entity + Add Filter Clear All Export

Entity	Days	Annual Income	Projected Start Date	Status
Eli Lilly and Company	4800	4800	3/2/2021	Approved
Smith and Nephew Wound Management	3	9000	3/31/2021	Approved
Covis Pharmaceuticals	12	24000	6/1/2021	Approved

3 items page 1 of 1 10 / page

“My Inbox” has two sections. The bottom section contains the Outside Employment requests you have previously completed for all your faculty/staff.

My Roles
Annual Disclosure Inbox
Outside Activities Inbox

Create
My Inbox (highlighted)
Pending Dept Review or COI Review
My Outside Activities
Approver

Resources
Outside Activities User Guide
Conflict of Interest Policy
Conflict of Commitment Policy

My Inbox
Complete any items found below. Once completed, the item(s) will move out of your inbox and into the section titled "Reviews Previously Completed"

ID	Name	Owner	State	Date Submitted	Requestor	Dept Approver
OA00000423	Speaking at Industry-Funded Educational Event requested by Tony Stark Starting February 14, 2021	Stark, Tony	Pending Departmental Approval	1/29/2021	Tony Stark	James Moore
OA00000420	Outside Employment Request requested by Tony Stark Starting April 15, 2021	Stark, Tony	Pending Departmental Approval	1/29/2021	Tony Stark	James Moore

2 items

Reviews Previously Completed

Faculty First Name	Faculty Last Name	Vendors	Days Annually	Annual Income	Projected Start Date
Tony	Stark	Covis Pharmaceuticals	12	24000	6/1/2021
Clark	Kent	Astellas Pharma Inc.	2	7000	5/12/2021
Clark	Kent	GlaxoSmithKline	6	9000	4/1/2021
Tony	Stark	Smith and Nephew Wound Management	3	9000	3/31/2021
Peter	Parker	Pfizer, Inc.	4	24000	3/15/2021
Tony	Stark	Eli Lilly and Company		4800	3/2/2021
Peter	Parker	Johnson & Johnson Pharmaceutical Research & Development		3500	2/25/2021

7 items

You can sort previously completed Outside Employment requests by clicking on any of the blue headers or by using the filter option.

Reviews Previously Completed

Filter by Faculty, First Name search for

Faculty, First Name	Faculty, Last Name	Vendors	Days Annually	Annual Income	Projected Start Date
Tony	Stark	Covis Pharmaceuticals	12	24000	6/1/2021
Clark	Kent	Astellas Pharma Inc.	2	7000	5/12/2021
Clark	Kent	GlaxoSmithKline	6	9000	4/1/2021
Tony	Stark	Smith and Nephew Wound Management	3	9000	3/31/2021
Peter	Parker	Pfizer, Inc.	4	24000	3/15/2021
Tony	Stark	Eli Lilly and Company		4800	3/2/2021
Peter	Parker	Johnson & Johnson Pharmaceutical Research & Development		3500	2/25/2021

7 items

If applicable, you can display more than ten active Outside Employment requests on one page by changing the number at the bottom to a larger number (e.g. 100)

Reviews Previously Completed

Filter by Faculty First Na

Faculty.First Name	Faculty.Last Name	Vendors	Days Annually	Annual Income	Projected Start Date	
Tony	Stark	Covis Pharmaceuticals	12	24000	6/1/2021	Q
Clark	Kent	Astellas Pharma Inc.	2	7000	5/12/2021	Q
Clark	Kent	GlaxoSmithKline	6	9000	4/1/2021	Q
Tony	Stark	Smith and Nephew Wound Management	3	9000	3/31/2021	Q
Peter	Parker	Pfizer, Inc.	4	24000	3/15/2021	Q
Tony	Stark	Eli Lilly and Company		4800	3/2/2021	Q
Peter	Parker	Johnson & Johnson Pharmaceutical Research & Development		3500	2/25/2021	Q

7 items  / page

Tracking Status of Outside Activity Requests

Your Outside Activity requests that are awaiting other individuals to approve can be found under the “Pending Dept Review or COI Review” tab.

Wake Forest Baptist Health eCOI STAGING
Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu

My Roles
Annual Disclosure Inbox
Outside Activities Inbox

Create
Outside Activity Request

Resources
Outside Activities User Guide
Conflict of Interest Policy
Conflict of Commitment Policy

Page for Clark Kent
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My Inbox Pending Dept Review or COI Review My Outside Activities Approver

Export

ID	Name	Dept Approver	Status
OA00000362	Attending Industry-Funded Educational Event requested by Clark Kent Starting November 20, 2019	Teresa Anderson	Pending Requestor Approval

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You will receive an email notification when an Outside Activity request has completed electronic routing and is Approved/Disapproved. Your completed Outside Activity requests can be found under the “My Outside Activities” tab.

Wake Forest Baptist Health eCOI STAGING
Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu

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Outside Activities Inbox

Create
Outside Activity Request

Resources
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Conflict of Commitment Policy

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My Inbox Pending Dept Review or COI Review My Outside Activities Approver

Outside Activities

ID	Name	Owner	State	Dept Approver	Date Submitted	Requestor
OA00000352	Outside Employment Request Form requested by Gloria Ana Abad Starting June 26, 2019	Fernfeather, Marvin	Approved	Teresa Anderson	6/14/2019	Gloria Ana Abad
OA00000354	Outside Employment Request Form requested by Marvin Fernfeather Starting June 28, 2019	Fernfeather, Marvin	Approved	Teresa Anderson	6/18/2019	Marvin Fernfeather

2 items page 1 of 1 10 / page

Departmental reviewers can access all the Outside Activity requests (e.g. outside employment and non-certified educational activities) that they have approved or disapproved for their faculty/staff members by searching under the “Approver” tab.

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Conflict of Interest Office: (336) 716-9300 / coloffice@wakehealth.edu
Hello, Clark Kent

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My Inbox Pending Dept Review or COI Review My Outside Activities Approver

Export

ID	Name	Status	Date Submitted
OA00000364	Attending Industry-Funded Educational Event requested by Marvin Fernfeather Starting January 30, 2020	Pending COI	12/26/2019

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Post Approval Edits

Comments and documents can be uploaded after the electronic request form has been approved. Select “Log Comment.”

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Conflict of Interest Office: (336) 716-9300 / coioffice@wakehealth.edu

Hello, Marvin Fernfeather

My Inbox Home Reports

Status
Approved

View Outside Activity Form
Printer Version

My Activities
Log Comment

Event Type:

Submitter: Marvin Fernfeather
Requestor: Gloria Ana Abad
Assigned Department Approver: Teresa Anderson
Date Approved: 6/14/2019

Record Number: OA00000352
Date Created: 6/14/2019 10:02 AM
Date Submitted: 6/14/2019

For questions, please contact COI Office 336-716-9300.

Summary History

Summary for Outside Employment Request

Title:	Outside Employment Request Form requested by Gloria Ana Abad Starting June 26, 2019
Requestor:	Gloria Ana Abad
Assigned Depart Approver:	Teresa Anderson
Clinical Provider or Senior Leader:	Yes
Vendor(s):	Abbott Cardiovascular Systems Inc.
Description:	Nature of Duties: Consulting
Justification:	Days per year: 12 abcd

Upload of the personal consulting agreement or contract:

A pop-up window will appear. Type your comments in the box and upload or drag and drop any documents you would like to add. Then select “OK” to save and exit.

Execute "Log Comment" on OA00000111 - Internet Explorer

Log Comment

Instructions:

- Provide your comment below. it will appear in the history log and visible by anyone with access to this Outside Activity request form.

* **Comments:**

Upload

Add

Name	Version
There are no items to display	

OK Cancel

For questions or assistance, contact the COI Office at coioffice@wakehealth.edu or 336-716-9300.