Huron eCOI – User Guide for Submitting a Pre-approval Request

Introduction

All Individuals must seek prior approval from their leadership and from the Office of Conflicts & Integrity for outside consulting, other employment opportunities, and educational activities funded by Industry.

In the Huron eCOI system, you will name your leader so the system will electronically route your request to them for approval. Choose the leader that is most responsible for overseeing and evaluating your primary work. If your leader approves your request, it will then be reviewed by the Office of Conflicts & Integrity for final approval.

Logging In

The Huron eCOI website can be accessed by any computer in the Southeast Region at: https://AHSoutheastCOI.huronresearchsuite.com/COI

Login with your wakehealth.edu or atriumhealth.org username and password.

Submit a Pre-approval Request

1. To get started, click “COI”
2. Select “Request Pre-Approval”

Please note the activities that do not require pre-approval.

Please note that Expert Witness requests do not come to the Office of Conflicts & Integrity.
4. **Type of request:**

   a. If you are requesting approval for a one-time educational event, only choose one of the bottom 3 selections in the list below.

   b. If you are requesting approval for an ongoing external relationship or starting a business choose only the primary activity from the list below.

   ![Type of request diagram]

   - If your contract covers multiple activity types, choose the one that will be your primary locus (e.g. consulting vs speaking).
   - Only use these 3 selections for one-time, non-contractual activities.

5. The system will electronically route your request to the leader you name in this field.

   ![Departmental Leader selection]

   Choose the leader that is most responsible for overseeing and evaluating your primary work.

6. **When you click the Continue button, a series of questions will appear.**

   - Each activity has a different set of questions to answer.
   - All questions with an asterisk are required.
   - Please note that the contract upload is not required for all activity types. However, for ongoing external relationships you may be expected to upload a contract.
   - Help bubbles 🔄 may appear after a question. Click on the Help bubble for additional information to help you complete the question.
7. If you need to go back to a previous page, you can use the normal back button for the browser or you can click on the page name in the left menu.

8. Once you have answered the questions, you will come to the Submit Request screen.

9. The final step is to answer OK to the attestation statement.
Checking the Status of a Pre-approval Request

1. Choose the COI tab.

2. Choose Requests to see the status of any of your pre-approval requests.
3. The tabs indicate the status of all your requests.

4. Once you choose a request, you may view more detail about the routing status.

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