



## Creating a Conflict Disclosure & Signing a Management Plan in the Vanderbilt University Conflict Disclosure System

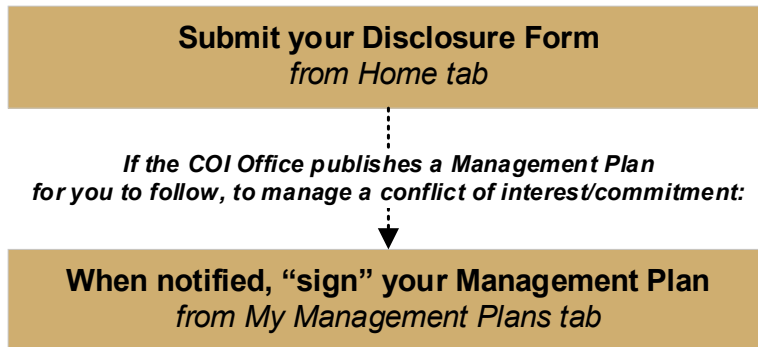
### Introduction

Conflict disclosures must be submitted through the Vanderbilt University Conflict Disclosure System. Below are instructions to help you complete a disclosure, as well as sign a management plan if needed.

For questions, email [coi@vanderbilt.edu](mailto:coi@vanderbilt.edu)

For additional resources, visit the [COI website](#).

### Process Overview



### Creating a New Conflict Disclosure

1. Open the [Vanderbilt University Conflict Disclosure System](#).
2. Log in with your VUnetID and password.
3. Use the navigation pane on the left to confirm that you are on the “**Home**” screen.
4. Look at the section titled “**Disclosures I need to complete**” and click on the blue button under the “**To Do**” column. This blue button will say “**Fill Out**”—or “**Finish**” if you have previously accessed the disclosure.



- The conflict disclosure form will open. Answer all questions on the form. If you answer “yes” to a question, the form will prompt you to provide more information through additional questions.  
**Note:** Key terms appear in **blue text**. Hover your mouse cursor over these terms to see definitions.

**Note: If you have disclosed in previous years, the answers will be prepopulated with your most recent responses. Please reread all questions to ensure your answers remain complete and accurate.**

- A “yes” answer to certain questions may prompt you to provide information in a data grid. Select “**Update**” to enter data. Scroll over to the right to view all fields.

Click “**Save**” when you have completed the grid. You can make multiple disclosures in one grid by selecting “**Add Row**” if needed.

Please complete data grid fields for each relationship:

Name of the Publicly Traded Entity:	Person with the relationship:	Description of relationship:	Primary compensation you or your family member receive from this entity (if any):	List any additional type of compensation, if applicable:	Your or your family member's annual income from this entity:	Your or your family member's equity holdings value in this entity:
<input type="text" value="asdf"/>	<input type="text" value="Spouse"/>	<input type="text" value="Employee"/>	<input type="text" value="Equity"/>	<input type="text"/>	<input type="text" value="Over \$5,000"/>	<input type="text" value="Valued over \$5,000"/>
<input type="text"/>	<input type="text" value="--Select Option--"/>	<input type="text" value="--Select Option--"/>	<input type="text" value="--Select Option--"/>	<input type="text"/>	<input type="text" value="--Select Option--"/>	<input type="text" value="--Select Option--"/>

- If at any time you need to leave the form before it is complete, select “**Save and Finish Later**” to save any entered data and exit the form. **The form will not auto-save, so please Save and Finish Later periodically to ensure your work is not accidentally lost.** Once you have answered all questions on the form and you are ready to submit your disclosure, select “**Save and Continue to Acknowledgements.**” If you missed any required questions, the form will prompt you to complete them at this time.

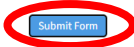
- After completing all disclosure questions and selecting “**Save and Continue to Acknowledgements**”, you will be prompted to review Acknowledgements and Assignments. Once you have reviewed the materials, indicate your agreement by selecting the checkbox next to “**I Agree.**”
- If you are ready to submit your form at this time select “**Submit Form.**” (Select “**Save and Finish Later**” if you are **not** ready to submit your form.)

**Assignments** - Check the box below to indicate your agreement.

The Vanderbilt Policy on Technology and Literary and Artistic Works (the "Technology Policy") covers the ownership, protection and transfer of inventions, computer programs and software, and scholarly works made by Vanderbilt faculty, staff and students. It is necessary for such individuals to attest annually to issues related to compliance with the Technology Policy. All capitalized terms used herein are defined in the [Technology Policy](#).

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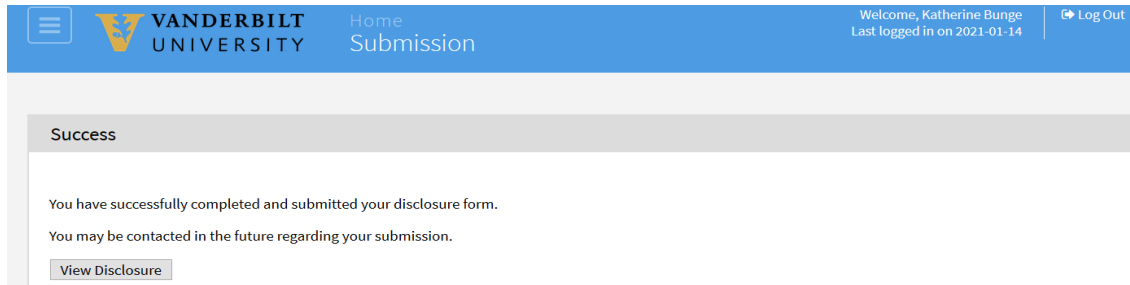
I Agree



Save and Finish Later

Save and Exit

10. Once you have successfully submitted your disclosure, you will receive a confirmation message with an option to view your completed disclosure.



11. To view all of your submitted disclosures and their review status, use the navigation pane on the left to return to the "Home" screen and select "Show Disclosure History." Select the yellow page link under "View Disclosure" to see your completed form. Note: When viewing your completed disclosure, select "Actions" and "Save as PDF" if you would like a PDF copy of the form.

HIDE DISCLOSURE HISTORY							
Disclosure Form	Last Saved	Assigned	Submitted	Reviewed	Status	View Disclosure	
UAT3 COI Staff - 2021-Conflict of Interest Disclosure Form	1/14/2021	1/6/2021	1/14/2021		Submitted		
UAT2 COI Staff - 2021-Conflict of Interest Disclosure Form	1/13/2021	1/6/2021	1/13/2021		Submitted		

## Updating Your Conflict Disclosure

If at any time during the year your circumstances change, you may update your conflict disclosure with new information as needed.

1. Log into the system following the instructions above.
2. Use the navigation pane on the left to visit to the "Home" screen and select "Show Disclosures Available to Update."
3. Select "Update" next to your most recently submitted disclosure and the form will appear with your previous answers populated. Update any of your answers and submit the form following the steps outlined above. An updated version of your form has now been submitted for review.

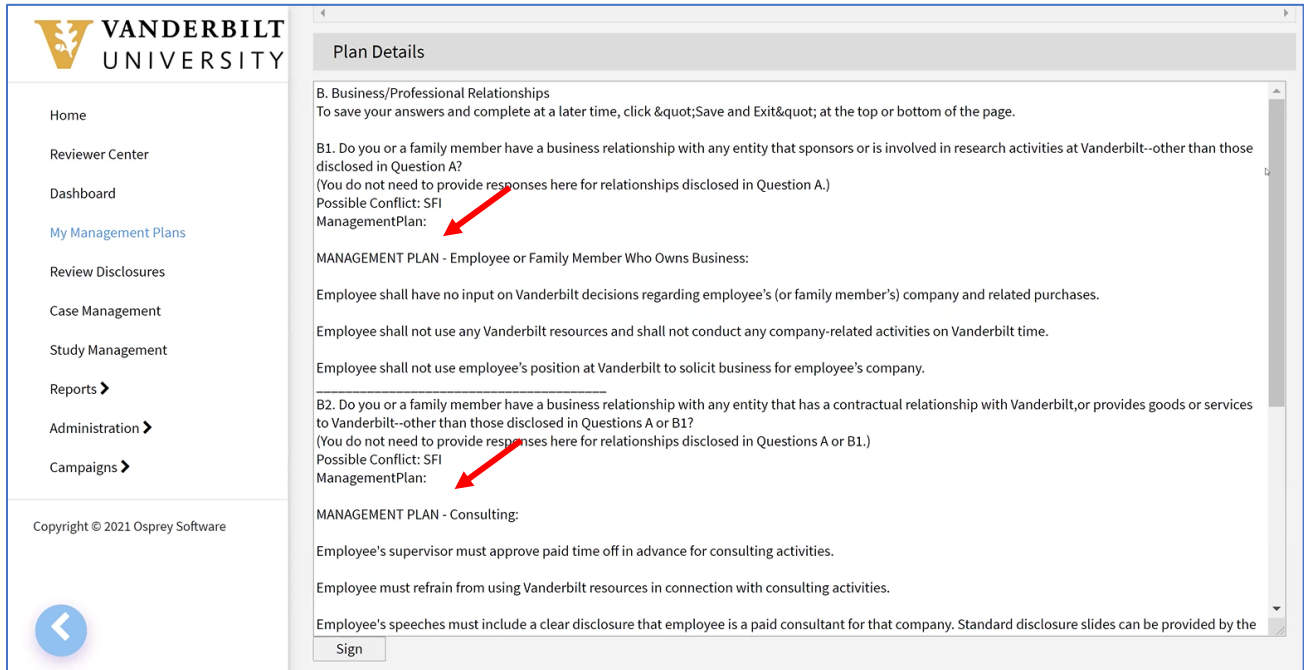
HIDE DISCLOSURES AVAILABLE TO UPDATE							
To Do	Disclosure Form	Assigned	Submitted	Reviewed	Status	View Disclosure	
	UAT3 COI Staff - 2021-Conflict of Interest Disclosure Form - V.1	1/6/2021			Available		

## Signing a Management Plan

If the COI Office determines that a Management Plan is required, you will receive a notification from [coi@vanderbilt.edu](mailto:coi@vanderbilt.edu) asking you to log into the COI system and sign the plan.

Navigate to the **My Management Plans** tab, select the plan you need to sign, and read the management plan carefully. The text box includes the flagged question(s), types of conflict, and the management plan text.

If you have multiple conflicts requiring management plans, there will be separate plans separated by horizontal lines.



Click “Sign” then “OK” when you are ready to sign the plan. If you have any questions, please direct them to [coi@vanderbilt.edu](mailto:coi@vanderbilt.edu).