Reviewing and Making Determinations on Potential Conflicts of Interest

Step-by-Step Guide for Supervisors

UNCW
UNIVERSITY of NORTH CAROLINA WILMINGTON
Step 1: Log in to the new OSPREY site
- https://osprey.infoedglobal.com/
- Use your UNCW credentials to log in to OSPREY

Preferred Browsers
- Chrome, Firefox

Helpful Hint:
If you are already logged in the UNCW system, OSPREY will automatically connect

System Setting: InfoEd Global opens new windows within the application, not new tabs. Ensure that you save and close each window to return to the previous screen.
Home Screen Display

Personalize Your Home Screen:
Portal Configurations will allow you to enable, hide and move the Message, Assignment and other “widgets” on your home screen. Scroll to the bottom right of your home screen to find it!

Menu Bar
Program Navigation
Message and Assignment “Widgets”
Conflict of Interest “Widget”

Note:
None of the “Record Owner” names you will see in these instructions are actual people. They are all fake users!
You should receive a message to your UNCW email inbox as well as your OSPREY Messages when COI staff assign a potential conflict review to you.

If you see your UNCW email first, you can click on a link that will direct you to log into OSPREY and access the review item. You can also find your messages in your Messages “widget” or by clicking on Messages on the menu bar.

The message contains instructions that will also appear on your review screen, so there is no need to retain this message.

You can access the review item through a link in this message or from your Assignments screen – see Step 3 on the next slide.

Helpful Hint:
It is not necessary to review messages, but it is a good idea to clear out old messages periodically.
Assignments

- The most direct way to find Assignments is to find your Assignments “widget” on your home screen. Or you can also leave the home screen and select Assignments from the menu bar, which is the view below.
- Instead of using cryptic numbers to identify users, the “Record Number” is simply a combination of the employee’s first and last names.
- Click on the “Record Number” to open the Assignment.

Step 3: Access Assignments
Step 4: Reviewing and Making a Determination on a Potential Conflict

- Here is your Assignment.
- Please do not click on the “Record Number” or “Reviewer – Action Item” links. If you have reached this Assignment window you are already where you need to be.
- A link to the policy is provided for reference. Otherwise, you can scroll past this section to the view on the next slide.

**Action Needed: Determination on Potential Conflict of Interest**

Date: 12-Oct-2021 From: coi@uncw.edu

COI staff in RIO have routed a disclosure form submitted by Rian Johnson to you for a determination.

If you have opened this from your email or messages, please click here Review to open the dashboard where you can conduct your review. Below the instructions, you will see the disclosure and a place to record your decision and any comments.

**UNCW Policy 03.230 Conflict of Interest or Commitment (COIC policy)** assigns responsibility to supervisors for review and monitoring of activities related to COICs. Supervisors must review disclosures and determine what actions must be taken, if any.
Step 4: Reviewing and Making a Determination on a Potential Conflict, continued.

- Everything you need to review and make a determination on a potential conflict is in the Assignment review window. Scroll up and down to see all sections.
- COI staff comments specific to this review may be provided, followed by general step-by-step instructions for any review.
- If you need resources, there is a link to the UNCW COI website for FAQs, etc.
- After reviewing the instructions, scroll further down the window to open the submission and enter a determination.
Reviewing the Potential Conflict

Step 4: Reviewing and Making a Determination, continued.

**TIPS:**

- In addition to the disclosure that needs to be reviewed, COI staff may also include related files for your reference, such as a management plan or previous disclosures.
- If the discloser reported more than one activity, and there are different determinations for each, please select “OK As Is” + one determination and explain in the Comments box so that staff know how to proceed.
- If the discloser reported more than one activity, and an activity is disallowed, or a correction is needed, please select “Action Required” + “Revision Requested” and explain the problem in the Comments box. The review will be returned to COI staff - not the submitter. COI staff will return the disclosure to the submitter and instruct him/her to make the correction or remove the disallowed activity.

1. Review submission with either link
2. After reviewing the submission, change the Review Status to either “OK As Is” or “Action Required.”
3. Select the appropriate Reviewer Determination. (OK to use “Acknowledged” here, when that is the correct determination.)
4. Enter comments if needed to direct COI staff.

Use “Acknowledged” here only to “clear” related items that may be attached, such as management plans or previous disclosures, whether you choose to refer to them or not.
Wrapping Up

➢ Scroll back up to the top of the window when you are ready to finalize the review.

➢ You may save the review at any time if you wish. Selecting the “I am done” button will save and submit your review. Please DO NOT exit this screen by selecting “Close” unless you need to return to it at another time. If so, be sure to select “Save” first. Only “I am done” will complete the process.
You are done! Thanks for reviewing this guide and never hesitate to reach out to us if you need assistance!

Conflict of Interest Questions?
Contact the Research Integrity Office
Email: COI@uncw.edu