

# Conflict of Interest and Commitment System Frequently Asked Questions

## System Access FAQs

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1. How do I access the disclosure system?

ANSWER: The disclosure system can be accessed at: <http://webapp-a.mis.vanderbilt.edu/coi>

2. What if I do not know my VUNet ID and/or e-password?

ANSWER: Everyone has a VUNet ID, even if you don't know what it is, or if it has never been activated. You should call the Help Desk at 3-4357 (3-HELP) or contact ITS or through their website at <http://www.vanderbilt.edu/epassword/>

3. How do I access the user guide?

ANSWER: The User Guide can be found at the following link:  
[http://finweb.mc.vanderbilt.edu/Support/Training/ApplicationTraining/COI User Guider Ph2.pdf](http://finweb.mc.vanderbilt.edu/Support/Training/ApplicationTraining/COI_User_Guider_Ph2.pdf)

4. Who do I contact if I have problems accessing the Conflict Disclosure System?

ANSWER: You should call the Help Desk at 3-4357 (3-HELP). Questions may also be directed to the mailbox at [coi@vanderbilt.edu](mailto:coi@vanderbilt.edu).

5. Who should I contact if I have questions about a specific activity that either I or my department currently engages in, to ensure we are in compliance with the policy?

ANSWER: Questions regarding Conflict of Interest and Commitment will be answered by representatives monitoring the mailbox at [coi@vanderbilt.edu](mailto:coi@vanderbilt.edu). Our goal is to have your questions answered within seven (7) working days.

6. If I use my browser's Back button to return to the previous page, I get a message that the page has expired.

ANSWER: Please do not use your browser's navigation buttons to move through the application. The buttons for moving through the system are provided at the bottom of each screen.

7. Why is there a save button?

ANSWER: Because the Conflict Disclosure system has an automatic time-out feature, it is advisable for you to save your work frequently as you proceed. The Previous and Continue buttons do perform a save function but if you have a lot of text to enter you may want to save your work before you complete a page.

8. Can I print my Disclosure(s)?

ANSWER: Yes, both disclosers and approvers can print the entire Disclosure. However, Disclosures will remain in the system and you may access them at any time, so printing should not be necessary.

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9. Why do the column headings appear to be clickable/sortable if we can only create one disclosure?

ANSWER: The system will retain your Disclosures from year to year and when you have several it will be helpful to be able to sort them.

10. Why don't I see a **Create Disclosure** button?

ANSWER: If you have a Disclosure in **Draft** status you need to complete and submit that Disclosure, rather than beginning a new one. You may also delete the Draft Disclosure and then you would be able to create a new one.

11. What is my COI ID number?

ANSWER: This is a system-generated number that is used primarily by the system administrators. However, once you have completed several Disclosures it may be helpful to you and your approver to refer to them by their COI ID number.

12. Why does my Approver section say "Not yet Selected?"

ANSWER: You must select your Approver each time you complete a Disclosure, and that field will be marked "Not yet Selected" until you search for and select the appropriate approver.

13. Is there a way for the system to automatically enter the approver name, based upon the user's home dept?

ANSWER: If you are a **University** faculty or staff member, your approver will be assigned by the office of Conflict of Interest and Commitment Management. If you are **Medical Center staff**, you must select the appropriate person. This should be the person who completes your annual performance evaluation or your immediate supervisor. Currently there is no way to automate this selection.

14. What is the purpose of the Reset button?

ANSWER: If you wish to return the current page to its last unsaved status you may use Reset to do so. However, text typed in text boxes will not be erased by the Reset button.

15. How will this Disclosure tie back to my annual performance evaluation?

ANSWER: For **Medical Center staff**, your compliance with COI will automatically populate your VPES performance evaluation. This does not apply to University faculty and staff.

16. How do I know when I'm finished?

ANSWER: When you see a green message on your My Disclosures page that says "your disclosure has been submitted," you are through and can log out and close your browser.

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