How to Review & Approve an Annual COI/COC Disclosure in STREAMLYNE Research

Reviewing & Approving Annual Disclosures

➢ Detailed full instructions on following pages – including steps to log into Streamlyne.

Approver Overview:

1. Disclosure → Reporter Panel: Review the individual's CITI Training status.
2. Disclosure → Screening Questionnaire Panel: Review the individual's answers.
3. Disclosure → Questionnaire Panel: Review the individual's answers.
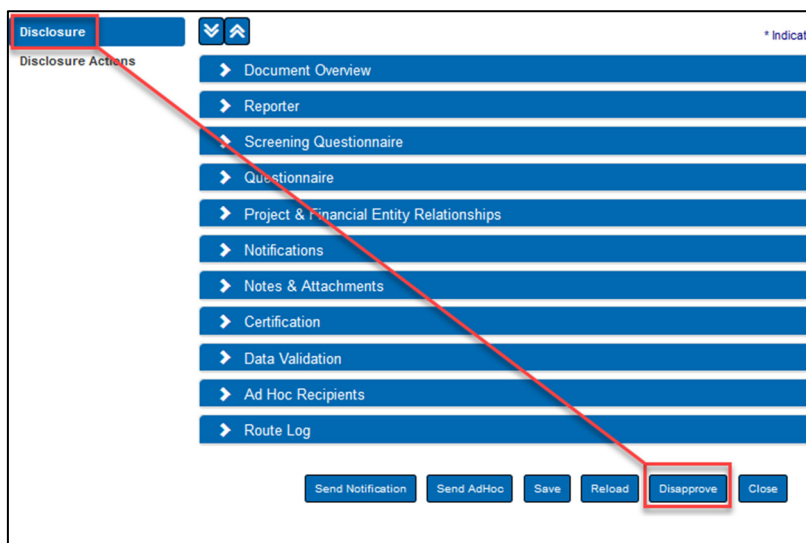4. Disclosure → Notes & Attachments Panel: Check for Notes or Attachments. Review if present.

If there are no discrepancies or issues or missing information, then…

Disclosure Actions → Administrator Actions → Click Approve.
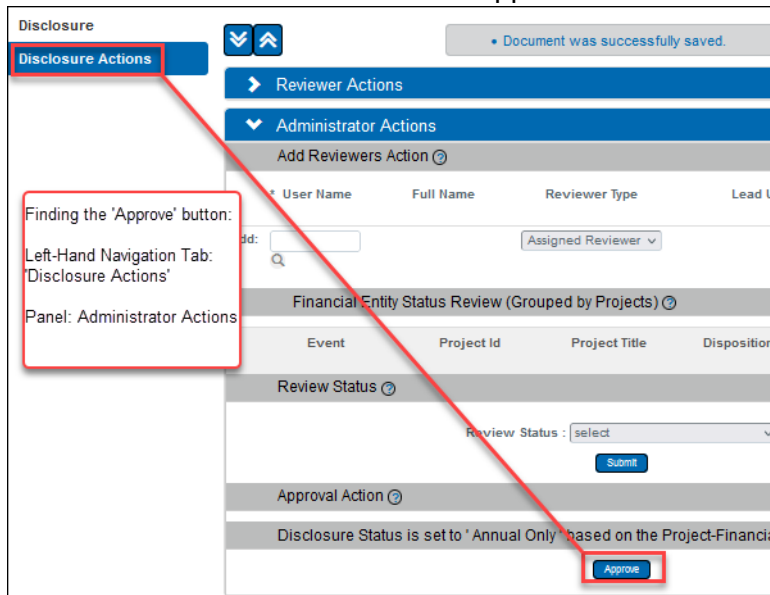
If there are discrepancies or issues or missing information, then…

Disclosure → Scroll to the bottom of the page → Click Disapprove.

Not sure? Need someone else to take a look? Review instructions on Page 4: *Additional Review Required.*

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Detailed Instructions

Log into Streamlyne w/ SSO credentials: https://research.whoi.streamlyne.org
- Action Item List will be displayed
- Select ID# with an Action = **APP** (approve) & Type = KC COI Disclosure

**TIP:** The Action column (and the other columns) may be used to sort the List by clicking the column heading.

- The Annual Disclosure will open

Reviews on the Disclosure Tab
- In Reporter panel – Review Reporter's Training
  - Click on **Show** next to Training to review if their CITI Conflict of Interest Training has been completed and is not past expiration.
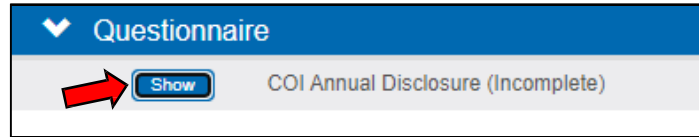

- In the *Screening Questionnaire (Financial Entities Screening)* panel, click the **Show** button to note whether the reporter responds Yes or No to disclose any potential Financial Interest related to his or her Institutional Responsibilities.
  - For this Screening Questionnaire and the Questionnaire below (Annual Disclosure), look for inconsistent responses; e.g., a *Yes* response in the Screening Questionnaire and *No* responses in the Annual Disclosure Questionnaire – or vice versa. Inconsistencies should result in the program rejecting a Reporter's attempt to submit the Certification and require the Reporter to correct the responses. Thus, inconsistent responses should not be presented at this Approval stage.
  - The reporter will have to address and correct any inconsistency. If inconsistencies are present, you will disapprove the Annual Disclosure, which will result in notification of Disapproved status to the reporter.
  - The reporter then must correct the disclosure and resubmit by recertifying. Approval and disapproval steps are reviewed below.
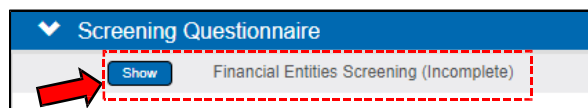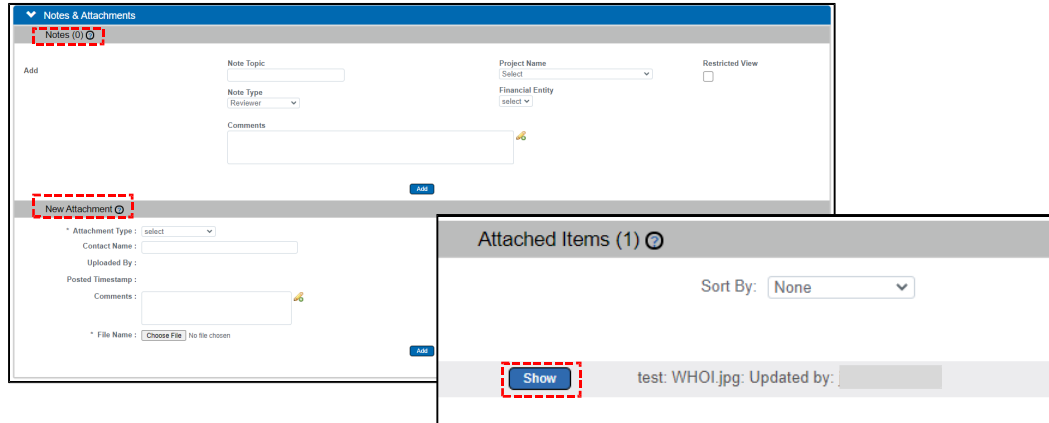
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- In the *Questionnaire* panel*,* click the **Show** button to view the responses to the Annual Disclosure Questionnaire for possible inconsistency as noted above.

- In the *Notes & Attachments* panel*,* check if the reporter added any notes or attachments.


  o Select Show to display attachment

- If the reporter indicated <mark>NO</mark> COI in their Screening Questionnaire/Financial Entities Screening and Questionnaire/COI Annual Disclosure, navigate to Disclosure Actions tab at the top left of screen.

- Select *Administrator Actions* panel
- Click **Approve**
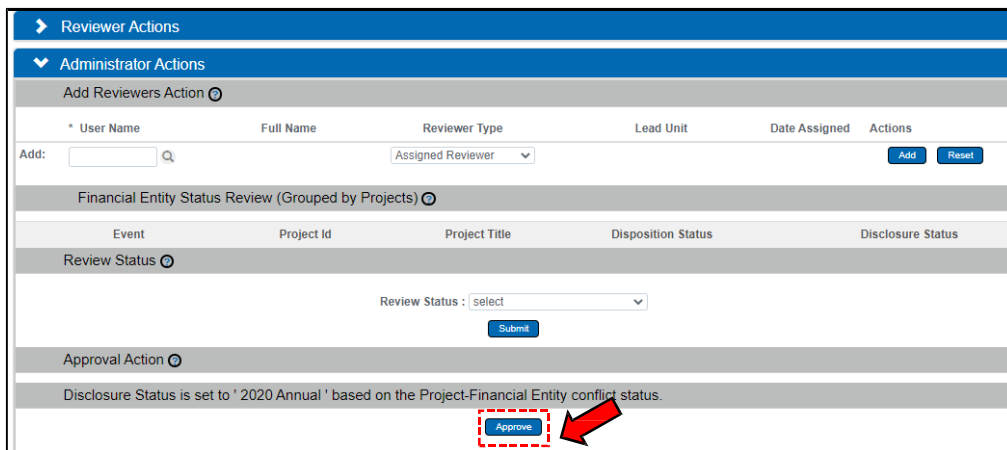
- If, as described above, there appear to be inconsistent answers or missing information, the action to **Disapprove** is available at the <u>bottom</u> of the Disclosure tab (not Disclosure Actions).
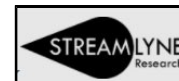
Additional Review Required

- If you are uncertain whether to Approve or Disapprove a submitted Disclosure based on Financial Entity Screening and COI Annual Disclosure Questionnaire responses, or for other reasons believe higher review is necessary, navigate to Disclosure Actions tab at the top left of screen
  - o Proceed with the steps listed below.
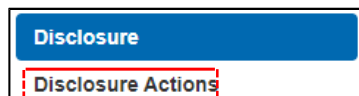
TIP: Because the Questionnaire responses and Financial Entity information are – at this first Annual disclosure stage – simply information that is not yet cross-checked for potential or actual conflicts that may be present for a specific proposal, most appropriate Administrator Actions will be to "Approve"

- Navigate to the Disclosure Actions tab and select the subsection of the *Administrator Actions* panel – *Add Reviewers Action*
- Select the **Magnifying Glass** to search for Reviewer – this will open Person Lookup

- In the Last Name field enter your department chair or director & click Search

- Select **Return Value** from results at left below Person Lookup

- Once Dept. Chair or Director is returned Click **ADD** at right and leave Reviewer Type as "Assigned Reviewer"

- Once Reviewer is added, click Save at the bottom of the page. [Save]
- An FYI notification will be sent to the Assigned Reviewer to review further. The Assigned Reviewer may Approve the disclosure, or take other actions.
- Click [Close] to exit disclosure.

TIP: Following any "Close" you will be asked "Would you like to save this document before you close it?" We recommend always selecting "Yes" even if you saved the document immediately before clicking "Close."