University of Tennessee

Quick Guide for Supervisor Review of General Certifications

Target Audience-- This guide is useful to supervisors who have received an email requesting a review of their employees' updated COI disclosure.

Purpose – Disclosures that have items exceeding the minimum criteria, as determined by University of Tennessee policy, require review by the employee's supervisor to determine if the disclosure represents a financial or commitment conflict with the employee's job duties. This guide lists the steps supervisors must complete when reviewing these certifications.

How to use – The guide will list labels as shown in the application in bold. A bold and italicized label in the instructions is your indication to make that selection.

- 1. The supervisor will receive an email with the subject line General certification for Name (CERT#) has been routed for your review.
 - Supervisors will receive an email when they need to review an employee's disclosure
 - Click the link in the notification "General certification for Patricia Page (CERT00000389)"

	To:	Jeanne Hermann-Petrin		
	Link:	General certification for Patricia Page (CERT00000389)		

- When using the link within the email, you can skip to step 4.
- You can also access the Huron COI Module at https://coi.dash.tennessee.edu
- Opens to Huron Dashboard and your My Inbox tab.
- 2. Click Dashboard.
- 3. Click the General Certification for ... link to start the review process.

	2 Dashboard	Agreements	COI	Grants			
	Page for Supervisor						
	Create 🔻	My Inbox N	fy Reviews				
	Recently Viewed	My Inbox					
		Filter by 🕄 🛛	D The Enter	text to search	۹ + Add Filter	🗙 Clear All	
	Recent Pinned	ID	Name		Date Created	▼ Date Modified	State
	CERT00000439: General ☆	ERT0000043	3 General certification	for	6/13/2024 9:27 AM	6/25/2024 2:20 PM	Under Review

4. Click the *Review Certification* button.



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- a. Review the disclosure information provided.
- b. Optionally, reviewers can check the box next to Above section has been reviewed to track the review process.

Above section has been reviewed: Above section	n has been reviewed: 🗹
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- c. Click the *Exit* button located on the bottom right after reviewing all sections.
- d. Click the **Request Clarifications** activity from the workspace on the left of the screen <u>only</u> if you need the discloser to provide additional information.

	Request Clarifications
	1. Make the following changes or provide the requested information:
	2. Supporting documents:
l	+ Add
	Name
	There are no items to display
	iii OK Cancel

- i. Enter your comments/instructions to the discloser.
- ii. Add any supporting documentation by clicking the +Add button.
- iii. Click **OK** to return the certificate to the discloser for a response.
- 5. Click the **Submit My Review** activity from the workspace if you have the information needed to process the disclosure to the next review stage.

	Review Certification	- Campus: UT Martin Campus E
		Executive or Counsel: No
5	Submit My Review	
	 Request Clarifications 	
	Assign Reviewer	Awaiting Profile
	Manage Ancillary Reviews	
	♀ Add Comment	Clarification Requested Clarification Requested

Note: Help Text is available to provide more information with the help text bubbles.

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Submit My Review				
3 Submitting this review will move the certification to the next stage of the review process.				
1. * Do you recommend additional action, such as assigning an ancillary review or assigning this certification to a management plan? ? 6 Yes O No <u>Clear</u>				
 2. * Provide additional information below to support your review: Note: If you selected No above, you are indicating that the disclosure does not represent a conflict of interest or conflict of commitment. If you selected Yes, include statements describing the potential conflict of interest and/or commitment. 				
3. Supporting documents:				
8 + Add				
Name	Description			
There are no items to display				
		9 OK Cancel		

- 6. Based on your decision, select Yes or No to the question Do you recommend ...
- 7. Explain your recommendation in the textbox provided.
- 8. Upload any documents related to your review Under Supporting documents.
- 9. Click **OK** when finished.

Video: <u>Disclosure Profile – Supervisor Review</u> (6:31)