

TTUHSC Conflict of Interest and Commitment Disclosure System User Guide

<https://app4.ttuhscc.edu/COICDisclosures/>

Shen Wang

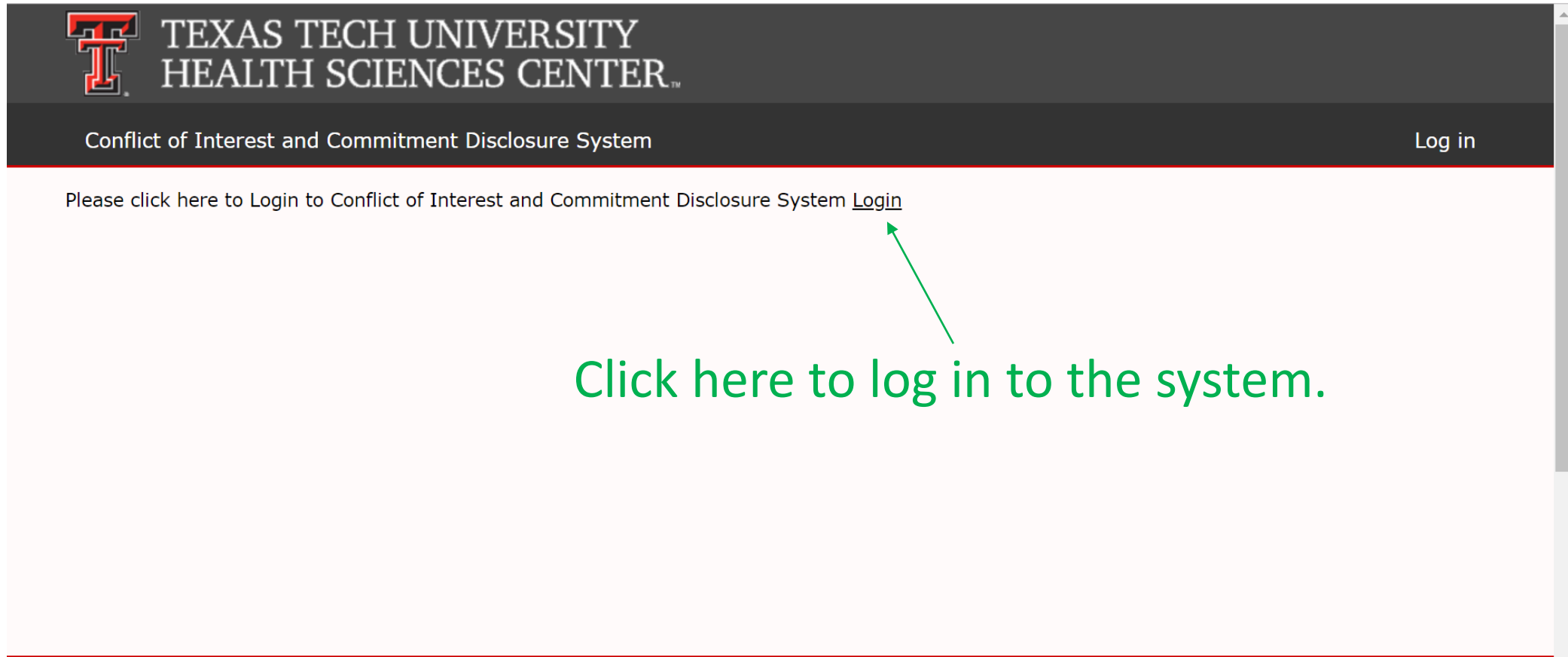
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Office of Institutional Compliance

COIC Disclosure System

- This is what you will see after you click the link to the COIC Module:




The screenshot shows the header of the COIC Disclosure System. On the left is the Texas Tech University logo, followed by the text "TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™". Below this, the page title "Conflict of Interest and Commitment Disclosure System" is displayed on the left, and a "Log in" link is on the right. The main content area contains the text "Please click here to Login to Conflict of Interest and Commitment Disclosure System [Login](#)". A green arrow points from the text "Click here to log in to the system." below to the "Login" link in the screenshot.

Login

- The new COIC disclosure system requires eRaider authentication.

Type in your TTUHSC eRaider
username and password to log in.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Sign in with your eRaider username

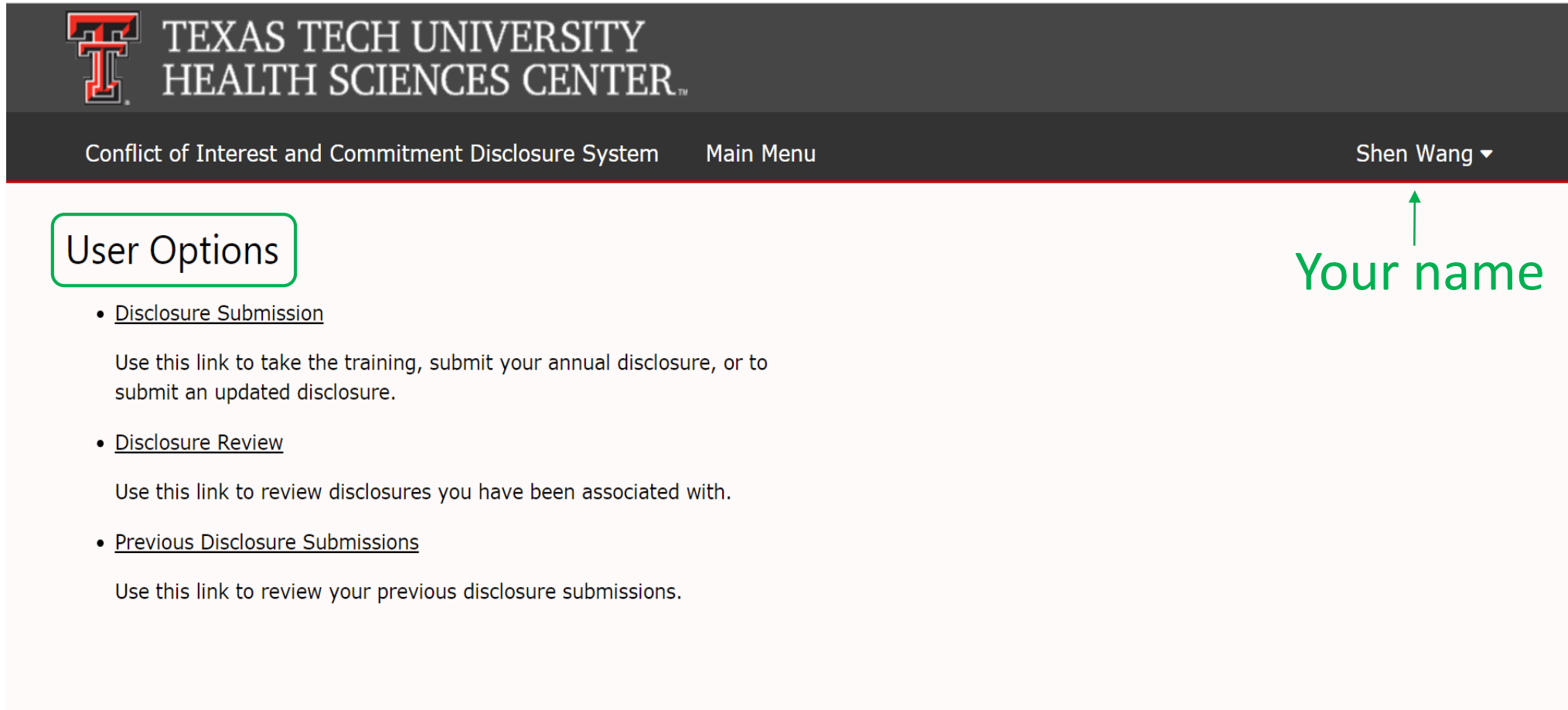
[Sign in](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Use of TTUHSC Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTUHSC is required by the

Homepage

- This is what you will see after you log in to the COIC system:



The screenshot shows the homepage of the Conflict of Interest and Commitment Disclosure System. At the top, there is a dark header with the Texas Tech University Health Sciences Center logo and name. Below the header, there is a navigation bar with links for "Conflict of Interest and Commitment Disclosure System", "Main Menu", and a user profile for "Shen Wang". On the left side, there is a "User Options" section with three links: "Disclosure Submission", "Disclosure Review", and "Previous Disclosure Submissions". On the right side, there is a green arrow pointing up to the user name "Shen Wang" in the navigation bar, with the text "Your name" written below it.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Conflict of Interest and Commitment Disclosure System Main Menu Shen Wang ▾

User Options

- [Disclosure Submission](#)
Use this link to take the training, submit your annual disclosure, or to submit an updated disclosure.
- [Disclosure Review](#)
Use this link to review disclosures you have been associated with.
- [Previous Disclosure Submissions](#)
Use this link to review your previous disclosure submissions.

Your name ↑

User Options-Disclosure Submission



TEXAS TECH UNIVERSITY
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Conflict of Interest and Commitment Disclosure System

Main Menu

Shen Wang ▼

User Options

- [Disclosure Submission](#)

Use this link to take the training, submit your annual disclosure, or to submit an updated disclosure.

- [Disclosure Review](#)

Use this link to review disclosures you have been associated with.

- [Previous Disclosure Submissions](#)

Use this link to review your previous disclosure submissions.

If you need to submit your annual COIC disclosure form or update your disclosure form, please choose “Disclosure Submission”

User Options-Disclosure Review



User Options

- [Disclosure Submission](#)

Use this link to take the training, submit your annual disclosure, or to submit an updated disclosure.

- [Disclosure Review](#)

Use this link to review disclosures you have been associated with.

- [Previous Disclosure Submissions](#)

Use this link to review your previous disclosure submissions.

The “Disclosure Review” allows you to review any disclosure submissions that you have been assigned as a reviewer for.

For example, if you are in the supervisor role, we might assign you the disclosure of an employee that you supervise to make you aware of the employee’s potential conflict. However, this does not happen very often. Once it does, you will receive an email from us.

User Options-Previous Disclosure Submissions



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Conflict of Interest and Commitment Disclosure System

Main Menu

Shen Wang ▼

User Options

- [Disclosure Submission](#)

Use this link to take the training, submit your annual disclosure, or to submit an updated disclosure.

- [Disclosure Review](#)

Use this link to review disclosures you have been associated with.

- [Previous Disclosure Submissions](#)

Use this link to review your previous disclosure submissions.

The “Previous Disclosure Submissions” allows you to view and download all of your previous disclosure forms.

Start the module:

The screenshot shows the Texas Tech University Health Sciences Center's Conflict of Interest and Commitment Disclosure System. The header includes the university logo and name, the system title, a main menu, and the user name 'Shen Wang'. The main content area is titled 'Disclosure Submission' and shows a dropdown menu for the disclosure form, currently set to '2019 Conflict of Interest and Commitment Training ...'. Below the dropdown are navigation arrows and a section indicator 'Section 1 of 14'. A central box displays the title '2019 Conflict of Interest and Commitment Training and Disclosure Module' and 'Main Content' in large green text, with 'TTUHSC Office of Institutional Compliance' below it. On the left, a box shows 'Your previous submissions of: 2019 Conflict of Interest and Commitment Training & Disclosure Module' with a table listing a submission from 1/10/2019 and links to 'Copy submission answers' and 'View Submission answers'.

You won't see this section if this is the first time you submit your disclosure using this system.

You will see this section if you have already submitted a disclosure, and then you have the option to copy the answers to the new form and verify, without having to type everything again.

Use the arrow to go to the next page

2019 Conflict of Interest and Commitment Training and Disclosure Module
Main Content
TTUHSC Office of Institutional Compliance

Finish the module:

Disclosure Submission

Disclosure Form

2019 Conflict of Interest and Commitment Training ...

Section 21 of 21

Click on forward or reverse arrows to navigate through the form.

Your previous submissions of: 2019 Conflict of Interest and Commitment Training & Disclosure Module

Submitted: 1/10/2019
[Copy submission answers](#)
[View Submission answers](#)

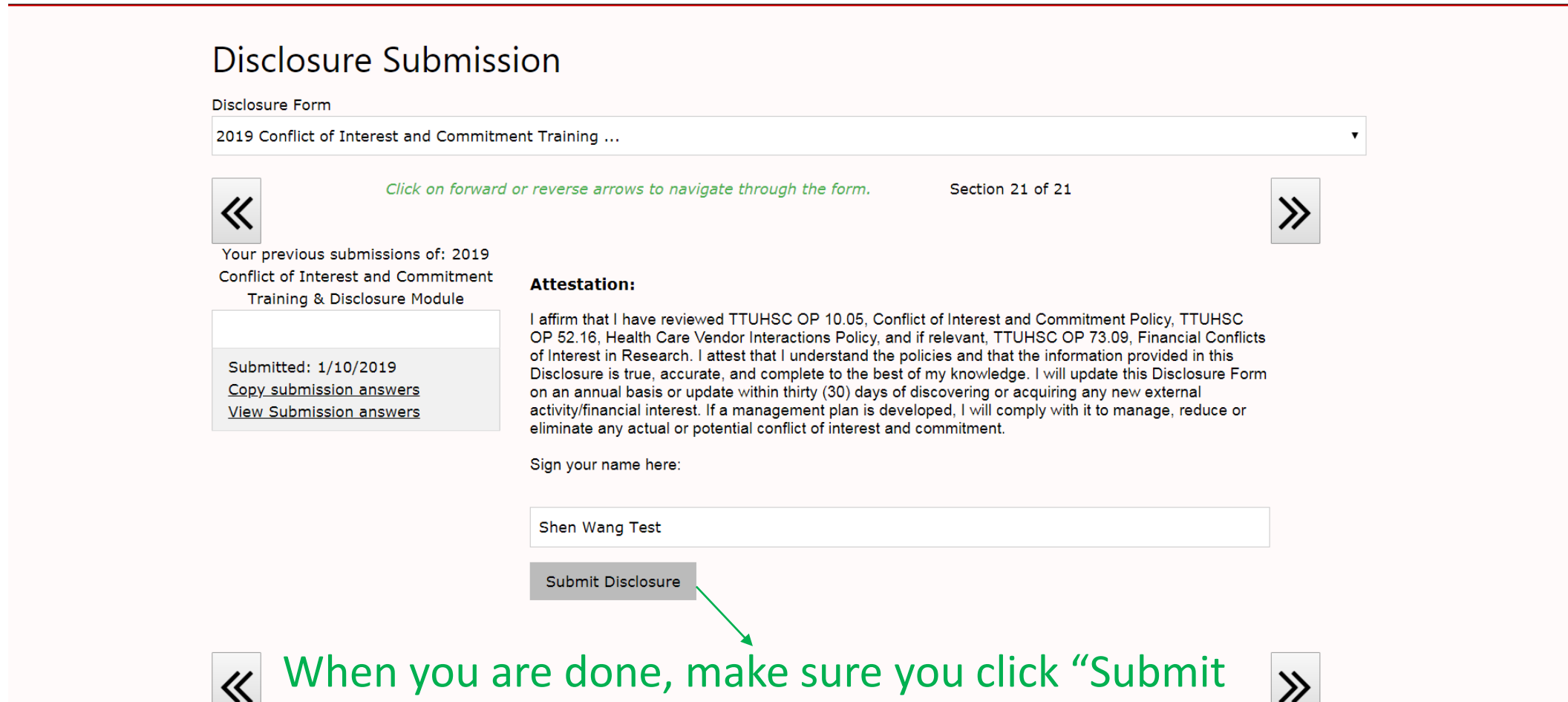
Attestation:

I affirm that I have reviewed TTUHSC OP 10.05, Conflict of Interest and Commitment Policy, TTUHSC OP 52.16, Health Care Vendor Interactions Policy, and if relevant, TTUHSC OP 73.09, Financial Conflicts of Interest in Research. I attest that I understand the policies and that the information provided in this Disclosure is true, accurate, and complete to the best of my knowledge. I will update this Disclosure Form on an annual basis or update within thirty (30) days of discovering or acquiring any new external activity/financial interest. If a management plan is developed, I will comply with it to manage, reduce or eliminate any actual or potential conflict of interest and commitment.

Sign your name here:

Shen Wang Test

Submit Disclosure



When you are done, make sure you click “Submit Disclosure”. You will soon receive an email with a copy of your disclosure form to confirm your submission.

Log Off



User Options

- [Disclosure Submission](#)

Use this link to take the training, submit your annual disclosure, or to submit an updated disclosure.

- [Disclosure Review](#)

Use this link to review disclosures you have been associated with.

- [Previous Disclosure Submissions](#)

Use this link to review your previous disclosure submissions.

After receiving your email confirmation, log off here.

You do not need to send us your confirmation or certificate. We have everything on file!

If you have any questions regarding the Conflict of Interest and Commitment module, please do not hesitate to contact me at shen.wang@ttuhsc.edu or 806-743-2307

Thank you!