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**Annual COI Disclosure Reminder  
Documentation**

## Annual COI Disclosure Reminder Documentation

This document provides information on how to configure Streamlyne to automatically send out system-generated reminders to investigators when Annual COI Disclosures are due based on particular Institutional Policies and Procedures. These reminders will be sent to each investigator's corresponding Action List as FYI Notifications.

The screenshot shows the 'Action List' interface in Streamlyne. At the top, there is a navigation bar with 'Main Menu', 'Identity', and 'Reporting'. Below the navigation bar, the title 'Action List' is displayed. To the right of the title are 'Refresh' and 'Filter' buttons. Below the title, there is an 'Apply Default' dropdown menu set to 'NONE'. The main content is a table with the following columns: Action, Id, Type, Title, Route Status, Delegator, Date Created, Group Request, Actions, and Log. A single row is visible in the table with the following data: Action (FYI), Id (28207), Type (Streamlyne Research Notification), Title (Annual Review Past Due Reminder), Route Status (FINAL), Delegator, Date Created (03:08 PM 05/31/2019), Group Request, Actions (NONE), and Log. There is a 'Show' button next to the 'Action' column.

Action	Id	Type	Title	Route Status	Delegator	Date Created	Group Request	Actions	Log
<a href="#">Show</a>	FYI 28207	Streamlyne Research Notification	Annual Review Past Due Reminder	FINAL		03:08 PM 05/31/2019		NONE	

### Overview of Scenarios

Streamlyne COI can be configured to accommodate a variety of institutional preferences for sending out Annual COI Disclosure due date reminders that fall into four general scenarios:


Reminder notifications may be sent to investigators for Annual COI Disclosures due:

1. on one specific date set by the institution each year;
2. on initial hire dates and on one specific date set by the institution each year;
3. on a specific date set individually by each departmental unit each year; or
4. on initial hire dates and on a specific date set individually by each departmental unit each year.

## Scenario 1 – Annual Due Date by Institution

This scenario is for Institutions to set one specific, institute-wide Annual COI Disclosure due date each year. Notifications will be sent to all investigators at specific configurable times to remind them of this due date. Once an investigator has submitted their Annual COI Disclosure, they will no longer receive corresponding due date reminders.

Update Notifications.


1. Log in as an administrator, and navigate to Maintenance > Shared > Notifications.
2. Click the arrow next to the Module Code field and select COI Disclosure from the dropdown menu.
3. Select Search. 

**Result** A list of all of the configurable Notifications in the COI Module are displayed.

4. Select edit next to the Annual Disclosure Due Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.


Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 

5. Select edit next to the Annual Disclosure Overdue Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.

Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 

Set up Parameters for this scenario.

1. Log in as an administrator, and navigate to System Admin > Configuration > Parameter.
2. Click the arrow next to the Namespace Code field and select KC-COIDISCLOSURE – KC Coi Disclosure from the dropdown menu.
3. Click the arrow next to the Parameter Type Code field and select Config from the dropdown menu.

4. Select Search.

 Search

**Result** A list of all of the configurable Parameters in the COI Module are displayed.

5. To indicate that one specific, institute-wide Annual COI Disclosure due date each year will be configured, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT Parameter.

Enter a short description in the Description field.

Enter N for Parameter Value.

Select Submit.

 Submit

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = N. (N indicates that notifications will be sent for COI Annual Disclosures due on one specific date set by the institution each year.)

6. To indicate that New Hires will not need to submit an initial Annual COI Disclosure, select edit next to the ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE Parameter.

Enter a short description in the Description field.

Enter N for Parameter Value.

Select Submit.

 Submit

**Result** ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = N. (N indicates no notifications will be sent based on initial hire dates.)

7. To set the one specific, institute-wide Annual COI Disclosure due date each year, select edit next to the ANNUAL\_DISCLOSURE\_RENEWAL\_DATE Parameter.

Enter a short description in the Description field.

Enter the single annual due date (MM/DD/YYYY) for Parameter Value.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = MM/DD/YYYY. (Holds the single annual due date for the entire institution.)

8. To identify when notifications should be sent in advance of the due date, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of numbers representing the number of days prior to the due date that notifications should be generated. For example, entering 60;30;7;1 would mean notifications would be sent 60 days, 30 days, 7 days, and 1 day prior to the annual due date, respectively.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example) (This is a semi-colon-delimited list of number of days prior to the due date that notifications will be sent.)

9. To exclude personnel from receiving reminder notifications, select edit next to the COI\_ANNUAL\_DISCLOSURE\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of Affiliation Type Codes for Persons who do not need to submit Annual Disclosures. For example, entering AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF would exclude everyone except Faculty (FCLTY) members – only Faculty members would receive reminder notifications.

Select Submit.

Submit

**Result** COI\_ANNUAL\_DISCLOSURE\_EXCLUDE =  
AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;  
SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF (for example) (This is a semi-colon-  
delimited list of Affiliation Type Codes for Persons who do not need to submit Annual  
Disclosures.)

- 10.** To set how far back the system will check for completion of an Annual Disclosure., select edit next to the COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to the due date that the system will check for completion of an Annual Disclosure. For example, if 120 were entered, the system would check to see whether an investigator has submitted an Annual COI Disclosure within 120 days prior to the annual due date. If they have not, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example). (This is the number of days prior to the Annual COI Disclosure Due date that the system will check for completion of an Annual Disclosure.)

- 11.** To set how far back the system will check for New Hires, select edit next to the COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to today that the system will check for New Hires. For example, if 30 were entered, the system would check to see whether an investigator was hired in the past 30 days. If any New Hires are identified, and the New Hire configuration is turned on, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example) (This is the number of days following the Hire date that the system will check. Only recent New Hires within x number of days will be processed.)

12. To turn on Annual COI Disclosure due date reminders based on this configured scenario, select edit next to the COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON Parameter.

Enter a short description in the Description field.

Enter ON for Parameter Value.

Select Submit.

Submit

**Result** COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON = ON. (ON indicates Annual COI Disclosure due date reminder notifications will be sent based on configured scenario.)

A daily batch job will run at 11:00pm to send reminders to investigators until an Annual COI disclosure has been submitted.

#### Summary of Scenario 1 Configurations

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = N.

ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = N

ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = MM/DD/YYYY

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example)

COI\_ANNUAL\_DISCLOSURE\_EXCLUDE =

AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;ST  
DNT;SUPPORT\_STAFF (for example)

COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example)


COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example)

COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON = ON

## Scenario 2 – Annual Due Date by Institution & Hire Date

This scenario is for Institutions to set one specific, institute-wide Annual COI Disclosure due date each year. Additionally, New Hires will need to submit an initial Annual COI Disclosure. Notifications will be sent to all investigators at specific configurable times to remind them of the due date. Once an investigator has submitted their Annual COI Disclosure, they will no longer receive corresponding due date reminders.

Update Notifications.

1. Log in as an administrator, and navigate to Maintenance > Shared > Notifications.
2. Click the arrow next to the Module Code field and select COI Disclosure from the dropdown menu.
3. Select Search. 

**Result** A list of all of the configurable Notifications in the COI Module are displayed.

4. Select edit next to the Annual Disclosure Due Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.

Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 

5. Select edit next to the Annual Disclosure Overdue Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.

Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 

Set Hire Date.




1. Log in as an administrator, and navigate to System Admin > System > Person Extended Attributes.

2. Select Search. 

3. Select edit next to the name of the New Hire.

Enter a short description in the Document Overview > Description field. Enter the Hire Date in the Edit Person > Hire Date field.

Select Submit. 

Set up Parameters for this scenario.

1. Log in as an administrator, and navigate to System Admin > Configuration > Parameter.

2. Click the arrow next to the Namespace Code field and select KC-COIDISCLOSURE – KC Coi Disclosure from the dropdown menu.

3. Click the arrow next to the Parameter Type Code field and select Config from the dropdown menu.


4. Select Search. 

**Result** A list of all of the configurable Parameters in the COI Module are displayed.

5. To indicate that one specific, institute-wide Annual COI Disclosure due date each year will be configured, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT Parameter.

Enter a short description in the Description field.

Enter N for Parameter Value.

Select Submit. 

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = N. (N indicates that notifications will be sent for COI Annual Disclosures due on one specific date set by the institution each year.)

6. To indicate that New Hires will not need to submit an initial Annual COI Disclosure, select edit next to the ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE Parameter.

Enter a short description in the Description field.

Enter Y for Parameter Value.

Select Submit.

Submit

**Result** ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = Y. (Y indicates that notifications will be sent for COI Annual Disclosures due on initial hire dates.)

7. To set the one specific, institute-wide Annual COI Disclosure due date each year, select edit next to the ANNUAL\_DISCLOSURE\_RENEWAL\_DATE Parameter.

Enter a short description in the Description field.

Enter the single annual due date (MM/DD/YYYY) for Parameter Value.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = MM/DD/YYYY. (Holds the single annual due date for the entire institution.)

8. To identify when notifications should be sent in advance of the due date, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of numbers representing the number of days prior to the due date that notifications should be generated. For example, entering 60;30;7;1 would mean notifications would be sent 60 days, 30 days, 7 days, and 1 day prior to the annual due date, respectively.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example) (This is a semi-colon-delimited list of number of days prior to the due date that notifications will be sent.)

9. To exclude personnel from receiving reminder notifications, select edit next to the COI\_ANNUAL\_DISCLOSURE\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of Affiliation Type Codes for Persons who do not need to submit Annual Disclosures. For example, entering AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF would exclude everyone except Faculty (FCLTY) members – only Faculty members would receive reminder notifications.

Select Submit.

Submit

**Result** COI\_ANNUAL\_DISCLOSURE\_EXCLUDE = AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF (for example) (This is a semi-colon-delimited list of Affiliation Type Codes for Persons who do not need to submit Annual Disclosures.)

10. To set how far back the system will check for completion of an Annual Disclosure., select edit next to the COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to the due date that the system will check for completion of an Annual Disclosure. For example, if 120 were entered, the system would check to see whether an investigator has submitted an Annual COI Disclosure within 120 days prior to the annual due date. If they have not, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example). (This is the number of days prior to the Annual COI Disclosure Due date that the system will check for completion of an Annual Disclosure.)

11. To set how far back the system will check for New Hires, select edit next to the COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to today that the system will check for New Hires. For example, if 30 were entered, the system would check to see whether an investigator was hired in the past 30 days. If any New Hires are identified, and the New Hire configuration is turned on, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example) (This is the number of days following the Hire date that the system will check. Only recent New Hires within x number of days will be processed.)

12. To turn on Annual COI Disclosure due date reminders based on this configured scenario, select edit next to the COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON Parameter.

Enter a short description in the Description field.

Enter ON for Parameter Value.

Select Submit.

Submit

**Result** COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON = ON. (ON indicates Annual COI Disclosure due date reminder notifications will be sent based on configured scenario.)

A daily batch job will run at 11:00pm to send reminders to investigators until an Annual COI disclosure has been submitted.

### Summary of Scenario 2 Configurations

Hire Date (Person Extended Attributes) = MM/DD/YYYY

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = N

ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = Y

ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = MM/DD/YYYY

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example)

COI\_ANNUAL\_DISCLOSURE\_EXCLUDE =  
AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;ST  
DNT;SUPPORT\_STAFF (for example)

COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example)

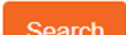
COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example)

COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON = ON

## Scenario 3 – Annual Due Date by Departmental Unit

This scenario allows each departmental unit in an institution the ability to set their own specific Annual COI Disclosure due date each year. Notifications will be sent to investigators at specific configurable times to remind them of the due date. Once an investigator has submitted their Annual COI Disclosure, they will no longer receive corresponding due date reminders.

Update Notifications.


1. Log in as an administrator, and navigate to Maintenance > Shared > Notifications.
2. Click the arrow next to the Module Code field and select COI Disclosure from the dropdown menu.
3. Select Search. 

**Result** A list of all of the configurable Notifications in the COI Module are displayed.

4. Select edit next to the Annual Disclosure Due Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.


Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 



5. Select edit next to the Annual Disclosure Overdue Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.


Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 


Set Unit COI Due Date.

1. Log in as an administrator, and navigate to Maintenance > Miscellaneous > Unit.
2. Select Search. 
3. Select edit next to the name of the Departmental Unit.  
Enter a short description in the Document Overview > Description field.  
Enter the Annual COI Date for the Departmental Unit in the Edit Unit > Annual COI Date field.  
Select Submit. 

Set up Parameters for this scenario.

1. Log in as an administrator, and navigate to System Admin > Configuration > Parameter.
2. Click the arrow next to the Namespace Code field and select KC-COIDISCLOSURE – KC Coi Disclosure from the dropdown menu.
3. Click the arrow next to the Parameter Type Code field and select Config from the dropdown menu.
4. Select Search. 

**Result** A list of all of the configurable Parameters in the COI Module are displayed.

5. To indicate that one specific, institute-wide Annual COI Disclosure due date each year will be configured, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT Parameter.  
Enter a short description in the Description field.  
Enter Y for Parameter Value.  
Select Submit. 

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = Y. (Y indicates that notifications will be sent for COI Annual Disclosures due on a specific date set individually by each departmental unit each year.)

6. To indicate that New Hires will not need to submit an initial Annual COI Disclosure, select edit next to the ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE Parameter.

Enter a short description in the Description field.

Enter N for Parameter Value.

Select Submit.

Submit

**Result** ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = N. (N indicates no notifications will be sent based on initial hire dates.)

7. To set the one specific, institute-wide Annual COI Disclosure due date each year, select edit next to the ANNUAL\_DISCLOSURE\_RENEWAL\_DATE Parameter.

Enter a short description in the Description field.

Enter 0 for Parameter Value.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = 0. (Holds the single annual due date for the entire institution; not used if a specific date is set individually by departmental unit.)

8. To identify when notifications should be sent in advance of the due date, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of numbers representing the number of days prior to the due date that notifications should be generated. For example, entering 60;30;7;1 would mean notifications would be sent 60 days, 30 days, 7 days, and 1 day prior to the annual due date, respectively.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example) (This is a semi-colon-delimited list of number of days prior to the due date that notifications will be sent.)



9. To exclude personnel from receiving reminder notifications, select edit next to the COI\_ANNUAL\_DISCLOSURE\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of Affiliation Type Codes for Persons who do not need to submit Annual Disclosures. For example, entering AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF would exclude everyone except Faculty (FCLTY) members – only Faculty members would receive reminder notifications.

Select Submit.

Submit

**Result** COI\_ANNUAL\_DISCLOSURE\_EXCLUDE = AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF (for example) (This is a semi-colon-delimited list of Affiliation Type Codes for Persons who do not need to submit Annual Disclosures.)

10. To set how far back the system will check for completion of an Annual Disclosure., select edit next to the COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to the due date that the system will check for completion of an Annual Disclosure. For example, if 120 were entered, the system would check to see whether an investigator has submitted an Annual COI Disclosure within 120 days prior to the annual due date. If they have not, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example). (This is the number of days prior to the Annual COI Disclosure Due date that the system will check for completion of an Annual Disclosure.)

11. To set how far back the system will check for New Hires, select edit next to the COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to today that the system will check for New Hires. For example, if 30 were entered, the system would check to see whether an investigator was hired in the past 30 days. If any New Hires are identified, and the New Hire configuration is turned on, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example) (This is the number of days following the Hire date that the system will check. Only recent New Hires within x number of days will be processed.)

12. To turn on Annual COI Disclosure due date reminders based on this configured scenario, select edit next to the COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON Parameter.

Enter a short description in the Description field.

Enter ON for Parameter Value.

Select Submit.

Submit

**Result** COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON = ON. (ON indicates Annual COI Disclosure due date reminder notifications will be sent based on configured scenario.)

A daily batch job will run at 11:00pm to send reminders to investigators until an Annual COI disclosure has been submitted.

### Summary of Scenario 3 Configurations

Annual COI Date (Unit Table) = MM/DD/YYYY

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = Y

ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = N

ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = 0

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example)

COI\_ANNUAL\_DISCLOSURE\_EXCLUDE =  
AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;ST  
DNT;SUPPORT\_STAFF

COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example)


COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example)

COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON = ON

## Scenario 4 – Annual Due Date by Departmental Unit & Hire Date

This scenario allows each departmental unit in an institution the ability to set their own specific Annual COI Disclosure due date each year. Additionally, New Hires will need to submit an initial Annual COI Disclosure. Notifications will be sent to investigators at specific configurable times to remind them of the due date. Once an investigator has submitted their Annual COI Disclosure, they will no longer receive corresponding due date reminders.

Update Notifications.


1. Log in as an administrator, and navigate to Maintenance > Shared > Notifications.
2. Click the arrow next to the Module Code field and select COI Disclosure from the dropdown menu.
3. Select Search. 

**Result** A list of all of the configurable Notifications in the COI Module are displayed.

4. Select edit next to the Annual Disclosure Due Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.


Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 



5. Select edit next to the Annual Disclosure Overdue Reminder Notification, if you wish to edit this Notification.

Enter a short description in the Document Overview > Description field.



Edit the Message Content of the Notification in the Edit Notifications > Message field, if you wish.

Select Submit. 


Set Unit COI Due Date.

1. Log in as an administrator, and navigate to Maintenance > Miscellaneous > Unit.
2. Select Search. 
3. Select edit next to the name of the Departmental Unit.  
Enter a short description in the Document Overview > Description field.  
Enter the Annual COI Date for the Departmental Unit in the Edit Unit > Annual COI Date field.  
Select Submit. 

#### Set Hire Date.

1. Log in as an administrator, and navigate to System Admin > System > Person Extended Attributes.
2. Select Search. 
3. Select edit next to the name of the New Hire.  
Enter a short description in the Document Overview > Description field.  
Enter the Hire Date in the Edit Person > Hire Date field.  
Select Submit. 

#### Set up Parameters for this scenario.

1. Log in as an administrator, and navigate to System Admin > Configuration > Parameter.
2. Click the arrow next to the Namespace Code field and select KC-COIDISCLOSURE – KC Coi Disclosure from the dropdown menu.
3. Click the arrow next to the Parameter Type Code field and select Config from the dropdown menu.
4. Select Search. 

**Result** A list of all of the configurable Parameters in the COI Module are displayed.

5. To indicate that one specific, institute-wide Annual COI Disclosure due date each year will be configured, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT Parameter.

Enter a short description in the Description field.

Enter Y for Parameter Value.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = Y. (Y indicates that notifications will be sent for COI Annual Disclosures due on a specific date set individually by each departmental unit each year.)

6. To indicate that New Hires will not need to submit an initial Annual COI Disclosure, select edit next to the ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE Parameter.

Enter a short description in the Description field.

Enter Y for Parameter Value.

Select Submit.

Submit

**Result** ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = Y. (Y indicates that notifications will be sent for COI Annual Disclosures due on initial hire dates.)

7. To set the one specific, institute-wide Annual COI Disclosure due date each year, select edit next to the ANNUAL\_DISCLOSURE\_RENEWAL\_DATE Parameter.

Enter a short description in the Description field.

Enter 0 for Parameter Value.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = 0. (Holds the single annual due date for the entire institution; not used if a specific date is set individually by departmental unit.)

8. To identify when notifications should be sent in advance of the due date, select edit next to the ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of numbers representing the number of days prior to the due date that notifications should be generated. For example, entering 60;30;7;1 would mean notifications would be sent 60 days, 30 days, 7 days, and 1 day prior to the annual due date, respectively.

Select Submit.

Submit

**Result** ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example)  
(This is a semi-colon-delimited list of number of days prior to the due date that notifications will be sent.)

9. To exclude personnel from receiving reminder notifications, select edit next to the COI\_ANNUAL\_DISCLOSURE\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a semi-colon-delimited list of Affiliation Type Codes for Persons who do not need to submit Annual Disclosures. For example, entering AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF would exclude everyone except Faculty (FCLTY) members – only Faculty members would receive reminder notifications.

Select Submit.

Submit

**Result** COI\_ANNUAL\_DISCLOSURE\_EXCLUDE =  
AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;  
SRVC\_STAFF;STAFF;STDNT;SUPPORT\_STAFF (for example) (This is a semi-colon-delimited list of Affiliation Type Codes for Persons who do not need to submit Annual Disclosures.)

10. To set how far back the system will check for completion of an Annual Disclosure., select edit next to the COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to the due date that the system will check for completion of an Annual Disclosure. For example, if 120 were entered, the system would check to see whether an investigator has submitted an Annual COI Disclosure within 120 days prior to the annual due date. If they have not, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example). (This is the number of days prior to the Annual COI Disclosure Due date that the system will check for completion of an Annual Disclosure.)

11. To set how far back the system will check for New Hires, select edit next to the COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE Parameter.

Enter a short description in the Description field.

For Parameter Value, enter a number representing the number of days prior to today that the system will check for New Hires. For example, if 30 were entered, the system would check to see whether an investigator was hired in the past 30 days. If any New Hires are identified, and the New Hire configuration is turned on, a reminder notification will be sent.

Select Submit.

Submit

**Result** COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example) (This is the number of days following the Hire date that the system will check. Only recent New Hires within x number of days will be processed.)

12. To turn on Annual COI Disclosure due date reminders based on this configured scenario, select edit next to the COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON Parameter.

Enter a short description in the Description field.

Enter ON for Parameter Value.

Select Submit.

Submit



**Result** COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON = ON. (ON indicates Annual COI Disclosure due date reminder notifications will be sent based on configured scenario.)

A daily batch job will run at 11:00pm to send reminders to investigators until an Annual COI disclosure has been submitted.

#### Summary of Scenario 4 Configurations

Annual COI Date (Unit Table) = MM/DD/YYYY

Hire Date (Person Extended Attributes) = MM/DD/YYYY

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_UNIT = Y

ENABLE\_NEW\_HIRE\_ANNUAL\_DISCLOSURE = Y

ANNUAL\_DISCLOSURE\_RENEWAL\_DATE = 0

ANNUAL\_DISCLOSURE\_ADVANCE\_NOTICE\_SCHEDULE = 60;30;7;1 (for example)

COI\_ANNUAL\_DISCLOSURE\_EXCLUDE =  
AFLT;GRD\_STDNT\_STAFF;MED\_STAFF;OTH\_ACADMC\_GRP;RSRCH\_STAFF;SRVC\_STAFF;STAFF;ST  
DNT;SUPPORT\_STAFF

COI\_ANNUAL\_REMINDER\_LOOKBACK\_EXCLUDE = 120 (for example)

COI\_NEW\_HIRE\_LOOKBACK\_EXCLUDE = 30 (for example)

COI\_ANNUAL\_DISC\_REMINDER\_INTEGRATION\_ON

## Appendix - Configurations

Name	Description
Annual Disclosure Due Reminder (Notification)	Maintenance Document (Maintenance > Shared > Notifications). Allows client to configure Annual Review Reminder Notification content.
Annual Disclosure Overdue Reminder (Notification)	Maintenance Document (Maintenance > Shared > Notifications). Allows client to configure Past Due Notification content.
Annual COI Date (Unit Table)	Maintenance Document (Maintenance > Miscellaneous > Unit).
Hire Date (Person Extended Attributes)	Person Extended Attribute (System Admin > System > Person Extended Attributes).
ANNUAL_DISCLOSURE_ADVANCE_NOTICE_UNIT	Parameter. N indicates that notifications will be sent for COI Annual Disclosures due on one specific date set by the institution each year. Y indicates that notifications will be sent for COI Annual Disclosures due on a specific date set individually by each departmental unit each year.
ENABLE_NEW_HIRE_ANNUAL_DISCLOSURE	Parameter. Y indicates that notifications will be sent for COI Annual Disclosures due on initial hire dates. N indicates no notifications will be sent based on initial hire dates.
ANNUAL_DISCLOSURE_RENEWAL_DATE	Parameter. Holds the single annual due date for the entire institution.
ANNUAL_DISCLOSURE_ADVANCE_NOTICE_SCHEDULE	Parameter. This is a semi-colon-delimited list of number of days prior to the due date that notifications will be sent.

Name	Description
COI_ANNUAL_DISCLOSURE_EXCLUDE	Parameter. This is a semi-colon-delimited list of affiliation_type_codes for Persons who do not need to submit Annual Disclosures.
COI_ANNUAL_REMINDER_LOOKBACK_EXCLUDE	Parameter. This is the number of days prior to the Annual COI Disclosure Due date that the system will check for completion of an Annual Disclosure.
COI_NEW_HIRE_LOOKBACK_EXCLUDE	Parameter. This is the number of days following the Hire date that the system will check. Only recent New Hires within x number of days will be processed.
COI_ANNUAL_DISC_REMINDER_INTEGRATION_ON	Parameter. N indicates no notifications will be sent as reminders that COI Annual Disclosures are due. Y indicates notifications will be sent based on other scenario configurations.