Annual COI Disclosure Reminder

Documentation
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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.

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-COIDISCLOSE – 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 N for Parameter Value.

   Select 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.

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.

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.
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.  

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.  

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.

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.

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**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;STDNT;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.

**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.

**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.

**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.

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.

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.

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.

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;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.

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.

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.

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.  

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.  

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.

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.

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;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. 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. Submit

Set Hire Date.

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

2. Select Search. 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. 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 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 Y for Parameter Value. Select 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. 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.

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.

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.

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.

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.
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;STDNT;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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual COI Date (Unit Table)</td>
<td>Maintenance Document (Maintenance &gt; Miscellaneous &gt; Unit).</td>
</tr>
<tr>
<td>Hire Date (Person Extended Attributes)</td>
<td>Person Extended Attribute (System Admin &gt; System &gt; Person Extended Attributes).</td>
</tr>
<tr>
<td>ANNUAL_DISCLOSURE_ADVANCE_NOTICE_UNIT</td>
<td>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.</td>
</tr>
<tr>
<td>ENABLE_NEW_HIRE_ANNUAL_DISCLOSURE</td>
<td>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.</td>
</tr>
<tr>
<td>ANNUAL_DISCLOSURE_RENEWAL_DATE</td>
<td>Parameter. Holds the single annual due date for the entire institution.</td>
</tr>
<tr>
<td>ANNUAL_DISCLOSURE_ADVANCE_NOTICE_SCHEDULE</td>
<td>Parameter. This is a semi-colon-delimited list of number of days prior to the due date that notifications will be sent.</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COI_ANNUAL_DISCLOSURE_EXCLUDE</td>
<td>Parameter. This is a semi-colon-delimited list of affiliation_type_codes for Persons who do not need to submit Annual Disclosures.</td>
</tr>
<tr>
<td>COI_ANNUAL_REMINDER_LOOKBACK_EXCLUDE</td>
<td>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.</td>
</tr>
<tr>
<td>COI_NEW_HIRE_LOOKBACK_EXCLUDE</td>
<td>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.</td>
</tr>
<tr>
<td>COI_ANNUAL_DISC_REMINDER_INTEGRATION_ON</td>
<td>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.</td>
</tr>
</tbody>
</table>