



Teachers College
COLUMBIA UNIVERSITY

Outside Interests
Quick-Guide:
Conducting a Review

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Title: Outside Interest Quick-Guide: Conducting a Review	Process Owner: Office of Vice President for Administration	Approved By: Akesia Phillip, Sr. Manager, Planning and Operations
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REVIEW OF A COI DISCLOSURE FORM BY AN AREA DESIGNEE

Reviewing a COI Disclosure Form

An Area Designee conducts a review of the COI Disclosure form.

1. **Login** to Cayuse using SSO credentials through myTC or the Employee Portal

Note: Alternatively, select the link in the notification email directing you to the login page

2. Select **Products** dropdown to reveal a drop down menu
3. Select **Outside Interest**
4. Select the relevant disclosure under the section **Disclosures Assigned to Me**
5. Review the relevant disclosure (click through each section of the table of contents)
6. Determine if any of the relationship(s) listed pose a conflict.

Disclosees should disclose all outside interests and/or relationships

Identifying a Potential Conflict

The reviewer determines that a conflict may exist and is required to route the COI disclosure form to the next reviewer, the COI Committee.

1. Select **Request Further Review** to route to the next reviewer (the COI Committee)
2. Enter a required comment (this quote is meant to provide comment guidance and does not have to be verbatim): **"I have determined that the XXX relationship under Part X, Section X, could pose a potential conflict."**
3. Select **Confirm Review**
4. Select **Add Next Reviewer**
5. **Search** for "COI Committee" name
6. **Select** the relevant name
7. Select **Add Reviewer**

Note: If a mistake was made when selecting the next reviewer, use the red "x" to remove that person's name and re-add the correct person.

8. Select **Pass to Next Reviewer**

No Potential Conflicts Identified

The reviewer determined that a conflict does not exist, and the form is resolved.

1. Select **Resolve**
2. Select **No COI determined** in the **Disclosure Resolution** dialogue box

3. Select **Resolve**

Note: Process ends here, no further action is needed.

Returning a COI Disclosure Form to the Disclosee

The reviewer finds that information is missing or needs more information from the disclosee regarding the disclosure. The steps below are when the reviewer is in the disclosee's COI form record within Cayuse.

1. Select **Return to Disclosee**
2. Enter the comment, question, or instruction for the disclosee to read in the dialogue box **Send a note to the Disclosee**
3. Select **Return to Disclosee**

Process After a Conflict is Determined by the Reviewer

The COI Committee reviews the disclosure form and potential conflict(s) and creates a management plan. The compliance team will send the drafted management plan to the Area Designee, who is responsible for reviewing the management plan and sending it to the disclosee for his/her review and signature. The Area Designee will send the signed management plan to the compliance team. Most of this process occurs outside of Cayuse.

The compliance team will attach the signed management plan to the COI record. He/she will route the COI record to the disclosee's Vice President or Vice President Designee, who will review and approve it and return it to the compliance team. The compliance team will complete the process by resolving the Conflict of Interest disclosure within Cayuse.

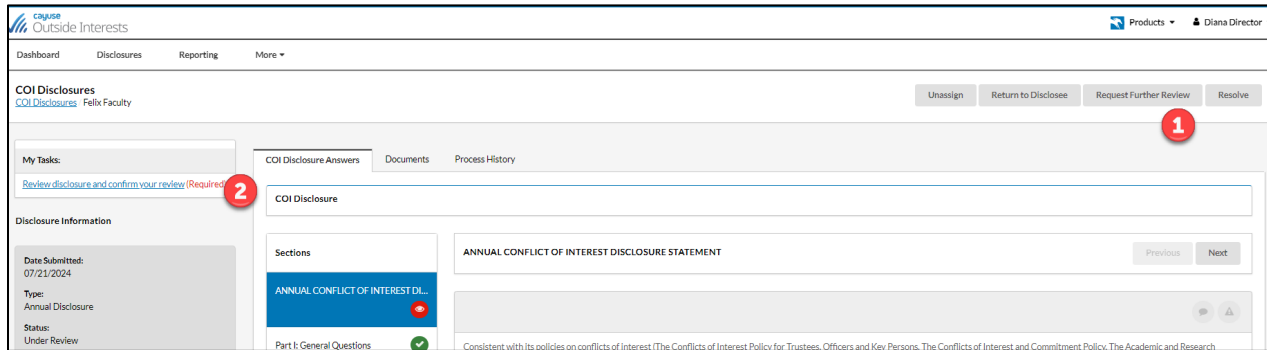
Printing a COI Disclosure Form

A printing option is available to print COI disclosure forms for administrators, reviewers, and disclosees.

1. **Login** to Cayuse using SSO credentials
1. Select **Products** dropdown to reveal a drop down menu
2. Select **Outside Interests**
3. Select the relevant disclosure under the section **Disclosures Assigned to Me**
4. Select **Print to PDF**

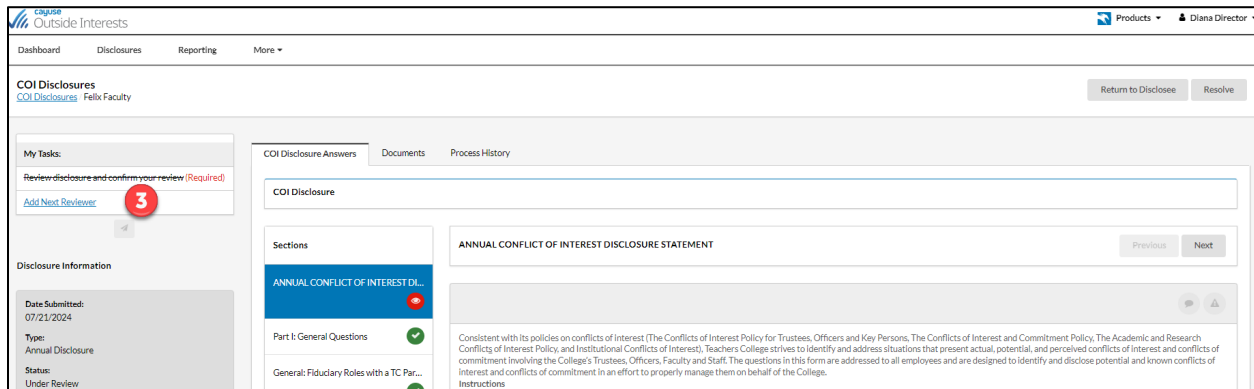
Passing to the Next Reviewer Images

Image 1. First Steps of Initiating Further Review



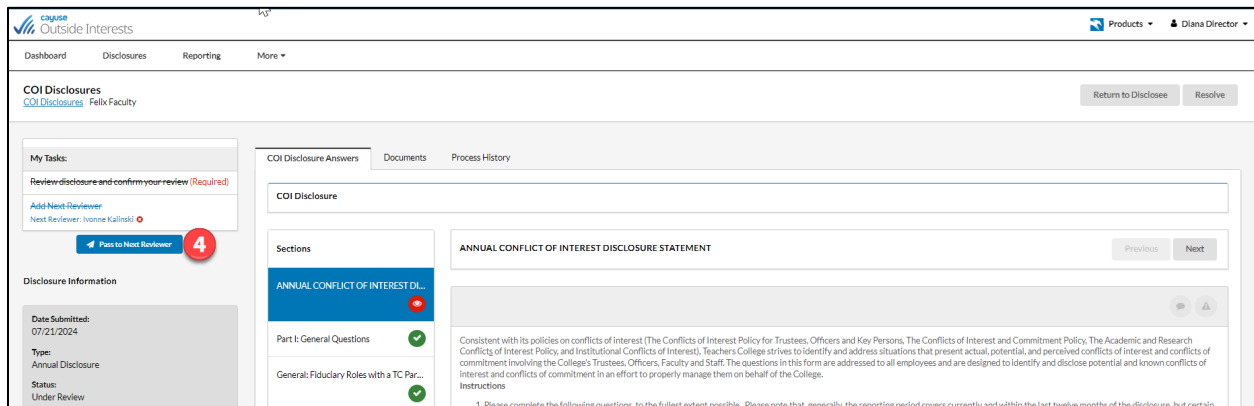
1. Select **Request Further Review** to initiate passing the COI record to the next reviewer (you will be asked to enter a required comment after step 1)
2. Select the link **Review disclosure and confirm your review**

Image 2. Select Add Next Reviewer Link



3. Select **Add Next Reviewer**

Image 3. Concluding the Routing to the Next Reviewer



4. Select **Pass to Next Reviewer**