**INSTRUCTIONS FOR OAR REVIEW**

1. **PURPOSE**: The main purpose of OAR review is to consider whether OARs are complete and accurate in their reported information, and whether potential conflicts of commitment exist.
	1. When you “review” an OAR, you are not “approving” it and stating there are no conflicts or approving of their outside activities. Rather, you are indicating that you have reviewed it, are aware of outside activities, and have contacted or will contact the person with any concerns that may need to be addressed.
2. **WHAT TO LOOK FOR:**
	1. Who hasn’t filed an OAR this year? If someone has not filed, urge that person to do so as soon as possible.
		1. [https://compliance.research.wisc.edu/COI](https://coi.research.wisc.edu/lookups/poolLookup.html)
	2. Are the OARs complete? If you are aware of any unreported activities, please give reminders to people about their duty to report outside activities. If problems persist, please contact the Conflict of Interest program at coiprogram@research.wisc.edu
	Please remember that all outside activities related to a person’s institutional responsibilities, including those of spouses or immediate family members, need to be reported. **This includes uncompensated activity, such as an unpaid trustee, advisory board member position, or academic appointment.**
	3. Are there potential conflicts of commitment? Outside activities should not interfere with an employee’s ability to carry out assigned University duties.
	4. Are University facilities being used? University facilities used in support of outside activities must have a University-approved Facilities Use Agreement in place before they are used. Facilities Use Agreements are prepared and approved by the Office of Industrial Partnerships in Research and Sponsored Programs.
	5. Are students and staff involved? Students or supervised staff who are participating in outside activities should be supervised by the departmental chair.
	6. Review potential conflicts of interest as they might relate to clinical or other professional duties.
3. **HOW TO COMPLETE REVIEWS**

Basic instructions for using the Reviewers’ Tools are provided below.

* 1. To begin your reviews, please select your “Reviewer” role.
	2. All pending reviews will be displayed in one of the “review needed” tabs. You may filter your review worklist by name, year, federal funding (Fed), human subjects research (HS), Public Health Service (PHS), UDDS, and UDDS name from the filter line at the top of each tab.
	3. From left to right, you will see:
		1. The person’s name
		2. The reporting year
		3. Whether the person is listed on a federally funded award
		4. Whether the person is listed on a human subjects protocol
		5. Whether the person has PHS funding
		6. The UDDS numbers the person reported on his or her OARs
		7. The names of reported entities
		8. The number of days spent on the reported entity
		9. Whether the relationship with that entity has ended
		10. Reported compensation from the entity
		11. The person’s reported ownership in the entity
		12. Whether a management plan has been assigned for the entity
	4. Once you have reviewed the information for an individual or group of individuals, you must click the corresponding checkmark on the far right hand side of the page to complete a review
		1. To enter a comment, click the comment bubble, add the comment and click “ok.”
		2. Comments appear in in the “current year completed reviews” tab with the date of the comment and the name of the commenter.
		3. If a comment has been entered about an individual, the comment bubble will appear in red. If there are no comments, the comment bubble appears in blue.
		4. NOTE: entering a comment does not complete a review, you must click the checkmark for a review to be considered completed. Comments are not required to complete a review.
1. **COMPLETED REVIEWS, DISCLOSERS, AND REPORTS**
	1. To see a list of reviews that have been completed in your UDDS number(s), go to “Current Year Completed Reviews”. The date of the review and the name of the reviewer will appear on completed reviews.
	2. To find more information on disclosers within your UDDS number(s), go to “Disclosers”
	3. If you click on a discloser, you will see a screen that displays more tabs with additional information:
		1. Entities: all of the discloser’s active and inactive entities
		2. OARs: all of the discloser’s OARs, with links that
		3. Documents: documents that have been uploaded for the discloser’s files,
		4. generally as part of a management plan (e.g., department chair meeting
		5. confirmation, notification letter).
		6. Grants: grants on which the discloser is listed.
		7. Human subjects protocols: UW–Madison IRB protocols the discloser is
		8. listed as a study team member.
		9. Reviews: complete and incomplete OAR reviews related to the discloser.
		10. COC Reviews: all outside time requests that have been submitted and their status.

**FAQs**

#### **I should have the reviewer role, but I do not see it in the OAR portal. What should I do?**

Let the COI Office know by contacting coiprogram@research.wisc.edu

#### **How often do reviewers need to review OARs?**

OAR reviews need to be completed annually. The COI Office annually sends out reminder emails shortly after the OAR reporting deadline of April 30th. Most reviews should be completed by June 30th and remaining reviews should be completed by the end of the calendar year.

#### **Should I review my own OAR if I am an OAR reviewer?**

No, you should not review your own OAR, even if it shows up on your list. Your dean's office or supervisor will be in charge of completing your OAR review.

#### **Do reviewers need to review all listed entries including previous years?**

No, reviewers should focus on the current calendar year only. You can filter for the current year in the reviewer role.

#### **Who has final discretion on outside activities?**

The Provost has the final authority over whether a particular outside activity is allowed under our Conflict of Commitment policy. However, any concerns should be brought to the Dean or Director of your unit before being brought to the Provost's attention.

#### **Do individuals with zero-dollar or affiliate appointments, such as those from another university, who are listed on a human subjects protocol, need to list their primary institution as an entity in their OAR?**

Yes, they are required to report this information on their OAR per the UW COI Policy and our Association for Accreditation of Human Research Protection Programs (AAHRPP) accreditation for human subjects research.

#### **If a graduate student is listed under the “Disclosers with no Entities” tab, do reviewers have to investigate further?**

If there is no reason to believe an outside relationship is missing, there is no obligation to investigate further .