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.
 - i) When you "review" an OAR, you are not "approving" it and stating there are no conflicts. Rather, you are indicating that you have reviewed it, are aware of outside activities, and have contacted the person with any concerns that may need to be addressed.

2) WHAT TO LOOK FOR:

(a) <u>Who hasn't filed an OAR this year?</u> If someone has not filed, urge that person to do so as soon as possible.

i) https://coi.research.wisc.edu/lookups/poolLookup.html

(b) <u>Are the OARs complete?</u> If you are aware of 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 <u>coiprogram@research.wisc.edu</u>

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 position as a trustee or advisory board member.

(c) <u>Are there potential conflict of commitment</u>? Outside activities should not interfere with an employee's ability to carry out assigned University duties.

(d) <u>Are University facilities being used?</u> 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.

(d) <u>Are students and staff involved?</u> Students or supervised staff who are participating in outside activities should be supervised by the departmental chair.

(f) 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.

a) To begin your reviews, please visit oar.wisc.edu, login with your NetID, and select your "Reviewer" role as seen below.

My Home				
Roles	BUCKY BADGER			
Discloser Reviewer	OAR STATUS: You submitted your most recent OAR on 7/26/2018.	NO ACTION REQUIRED. If you have changes to report, y your OAR. More about this.	you must update	Update OAR
Activities				
Wiew/Add Annual Meeting Confirmation	Quick-Start Guide Entities Cu	urrent Year OARs Grants	Human Subjects Protocols	
View/Add Annual Email Disclosure	Outside activities are encouraged - and the V	Nisconsin Idea enshrines our com	mitment to positively influence people's	lives beyond the classroom
1 Upload Document	and the lab. At the same time, outside activitie and accurate reporting of outside activities he	les must not conflict with university elps to ensure this.	y responsibilities or contribute to potenti	al bias in research. Timely
Contact	Reporting your outside activities	i i		
People in your college, school, or	 Faculty, academic staff, and human subject work. 	ts researchers are required to report a	annually (no later than April 30) any outside	activity related to their UW
Technical problems:	 Federally funded researchers must report ender 	outside activities at least annually, and	d potentially more often - on a timetable rela	ated to their grant funded work.
coitechsupport@research.wisc.edu	 New faculty and academic staff members s 	should report their outside activities sh	hortly after starting employment at the unive	ersity.
Conflict of Interest Office:	 Throughout the year, faculty, academic sta 	ff, and other researchers must report	significant changes to their outside activitie	s at the time they occur.
coiprogram@research wisc edu	What's reportable?			
colprogram@research.wisc.edu				
Sam Leinweber 608-890-4603	 Compensation 			
Sam Leinweber 608-890-4603 Stephanie LeRoy 608-890-4460	Compensation Ownership interests			
Sam Leinweber 608-890-4603 Stephanie LeRoy 608-890-4460	Compensation Ownership interests Leadership roles			

b) All pending review 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.

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c) From left to right, you will see:

- (1) The reporting year
- (2) Whether the person is listed on a federally funded award
- (3) Whether the person is listed on a human subjects protocol
- (4) Whether the person has PHS funding
- (5) The UDDS numbers the person reported on his or her OARs
- (6) The names of reported entities
- (7) The number of days spent on the reported entity
- (8) Whether the relationship with that entity has ended
- (9) Reported compensation from the entity
- (10) The person's reported ownership in the entity
- (11) Whether a management plan has been assigned for the entity
- d) Once you have reviewed the information for an individual or group of individuals, you must click the corresponding checkmark on the far right side of

the page to complete a review.

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1. To enter a comment, click the comment bubble, add the comment and click "ok."

Office of the Vice Chancellor for Research and	Graduate Educatio	en						
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1. Comments appear in in the "current year completed reviews" tab with the date of the comment and the name of the commenter.

- 2. 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.
- 3. NOTE: entering a comment does not complete a review, you must click the checkmark to do so.

4) COMPLETED REVIEWS, DISCLOSERS, AND REPORTS

a) 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.

My Home								
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b) To find more information on disclosers within your UDDS number(s), go to "Disclosers"

OUISIDE ACTIVITIE Office of the Vice Chancellor for Research and Graduate	ES REPORT					Hello, BUCKY I
My Home						
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i) If you click on the icon next to a discloser's name, you will see a screen that displays six different tabs:

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ntities	OARs	Documents	Grants	Human Subjects Protocols	Reviews		
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Google	MP Signed		Advisory Consultin Receive Holder of Travel ev	Board Membership: Self g: Self oyalties from technology licensing: Self an equity interest: Self ents paid for or reimbursed by the entity	r: Self	2017: \$0 2018: \$60,000 - \$79,999	None
Prologo	No Management		Consultin	g: Self		2017: \$0 2018: \$10,000 - \$19,999	
2 items				page 1 of 1 ▶			10 / pag

- (1) Entities: all of the discloser's active and inactive entities.
- (2) OARs: all of the discloser's OARs.
- (3) Documents: documents that have been uploaded for the discloser's files, generally as part of a management plan (e.g., department chair meeting confirmation, notification letter).
- (4) Grants: grants on which the discloser is listed.
- (5) Human subjects protocols: UW–Madison IRB protocols the discloser is listed on as a study team member.
- (6) Reviews: complete and incomplete OAR reviews related to the discloser.