

Changes Requested from Conflicts Management Office

If you are notified that changes are required to your Annual Survey or Study Specific Report:

1. Please login to Conflicts.med.cornell.edu
2. Under the "Action Required" tab, click the Annual Survey/Study Specific Report link which needs changes.

Folder for Test User

Welcome to your Personal Conflict of Interest Folder

- Please click on "Create Annual Survey" button to begin the process for this reporting period.
- Any questions related to Conflict of Interest policies, a specific survey question or submission of a survey, please contact the Conflicts Management Office: 646-962-8199 or conflicts@med.cornell.edu.
- Any technical issues, please contact ITS User Support: 212-746-4878 or support@med.cornell.edu.

Action Required | In-Progress Surveys/Reports | Active Surveys/Reports | Archived Surveys/Reports

Filter by **Name**

Name	State
Annual Survey-2010 - 2011	Administrator Review: Response Pending

3. Click "Review Requested Changes."

My Disclosures

Folder for Test User > Study Specific Report

Current State

**Administrator Review:
Response Pending**

Edit

View/Print

My Activities

Review Requested Changes

Email Conflicts Management Office
(Study Specific Disclosure - In Progress)

Name: Study Specific Report

User: Test User 11

History | Additional Documents

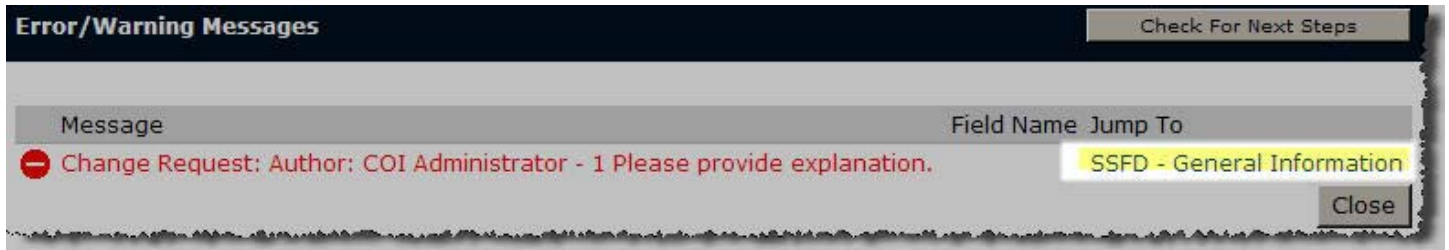
Activity

Requested Changes

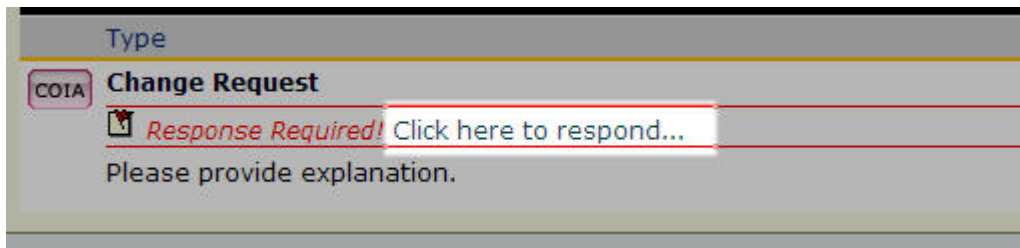
1 Reviewer Notes Logged. Please print

Submitted Disclosure to Conflicts Management Office

4. Please click the “Jump To” link on the right side of the pop-up box that appears. This will move directly to the page which the change was requested by the Conflicts Management Office.



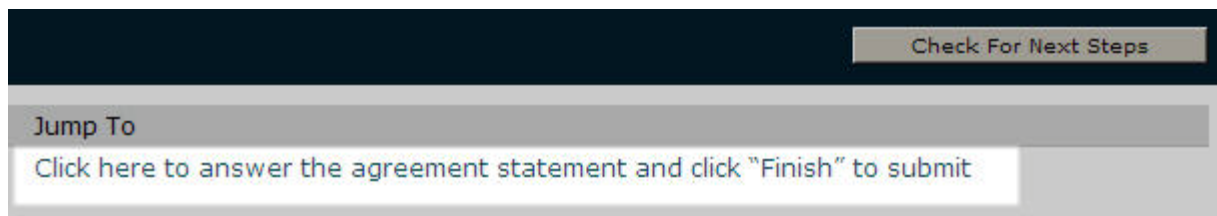
5. Use the “Click here to repond...” link to respond the Conflict Management Office’s request.



6. Please click “Check For Next Steps” to view additional changes.



7. When no additional changes are required, the “Click here to answer the agreement statement and Click “Finish” to submit” link will appear. This will take you to the confirmation page to submit.



8. Please agree with the statement and click “Finish” to submit to the Conflicts Management Office.



9. You will receive email notification whether any additional action will be required for your Annual Survey or Study Specific Report.

