Submit Information for the Annual Review of your COI Management Plan

Active COI Management Plans undergo an annual review process at which time you, as the conflicted individual, answer a series of questions in M-Inform to submit updated information about the conflict situation to the COI Office. This information may include, but is not limited to:

- Updating the list of people working on the project (i.e., U-M personnel, students/trainees, personnel from the external organization)
- Listing any new intellectual property related to the project that was filed since the plan’s implementation or previous annual review
- Entering the statement you will use/have used to disclose the conflict of interest to students, etc. and in publications or presentations

The Annual Review of the COI Management Plan can be accessed via:

- The **Annual Review** link in the email notification **OR**
- The **Action Required** tab in the Discloser’s Home Workspace

Email from COI Reviewer to Conflicted Individual

1. Click the link in the email to log into M-Inform.

   **Note:** You may need to enter your UMID and password.

2. Click **Edit** next to your name.
Edit Annual Review

3. Answer all the questions.

**Note:** In the **Describe any changes** textbox, list all the people (i.e., UM personnel, students/trainees, non-UM personnel) who have been added to or removed from the project since the last annual review with their titles and the reason for the change.

4. Click **OK**.

Annual Review

5. Click **Submit Response**.

Submit Response

6. Click **OK**.
Accessing the Annual Review via Discloser Home Workspace

1. If you are already logged into M-Inform, select **Discloser** under My Roles or verify it is selected.

2. From the **Action Required** tab, click the Name of the Annual Review.

   **Note:** The record will be in the state of Annual Review In Progress.

Annual Review Workspace

3. Click **Respond to Annual Review Request**.

4. Complete **steps 2-6 above** to submit your responses to the Annual Review questions.