Submit Annual Review Response for a COI Management Plan

Active COI Management Plans undergo an annual review process at which time the ombudsperson or monitor answers a short series of questions in M-Inform to submit updated information about the conflict situation and their role on the management plan to the COI Office.

Persons serving in multiple roles on the management plan must submit a response for each role.

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 COI Plan Oversight Workspace

Email from COI Office to Ombuds and Monitors

1. Click the link in the email to answer questions in M-Inform in order to provide updated information for the annual review.

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

2. Click Edit next to your name to answer questions specific to your role in management.

   **Note:** The Annual Review workspace lists all the individuals with a role on the COI Management Plan but you can only answer the AR for your own roles(s).
3. Answer all the questions.

4. Click OK.

5. Click Submit Response.

6. Click OK.
Accessing via COI Plan Oversight Workspace

1. If you are already logged into M-Inform, select COI Plan Oversight 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: Awaiting Response.

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.