

### **Industry-Funded Engagement Checklist**

As part of the Conflict of Interest guidelines, a written request must be submitted to the Dean for approval to participate in an industry-funded event. The request should be received in the Dean's Office at least 30 days prior to the event. The written request should include the following:

- ☐ The date and location of the event
- ☐ The name of the event sponsor
- ☐ The nature of the presentation
- ☐ A statement indicating that the sponsor has no control over the content of the presentation – ghost writing is prohibited
- ☐ A statement indicating that neither West Virginia University's name nor logo will be used in the presentation and/or any other printed materials to be used at this event
- ☐ A statement indicating that you will be using vacation time for this engagement
- ☐ A statement indicating that you will/will not be paid an honorarium. If you will receive an honorarium for this engagement, you must provide the amount and include a statement indicating that you will disclose the payment received via Netlearning. This information is required to ensure that the payment for services must be commensurate to the task and is not excessive.
- ☐ A statement indicating that you will recuse yourself from any purchasing decisions in the future with regard to the vendor sponsoring this event
- ☐ Within thirty (30) days of the event the honorarium must be disclosed on Netlearning and a snapshot of the disclosure printed and sent to Marlene Hogan at [mrhogan@hsc.wvu.edu](mailto:mrhogan@hsc.wvu.edu). Directions for the "Conflict of Interest & Disclosure Update" are included.

You will receive formal notification from the Dean's Office, within five business days from the receipt of the request, if the request has been approved/denied or if additional information is needed.

## CONFLICT OF INTEREST &amp; DISCLOSURE - ANNUAL

WVU

## COI&amp;D UPDATE

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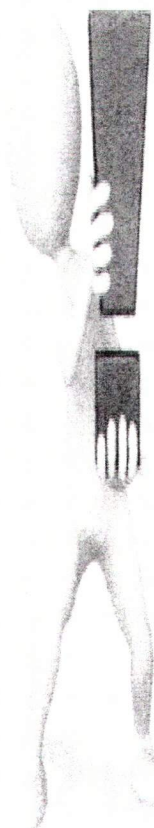
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COI&amp;D Update

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Disclosures that need to be reported after the annual has been completed can be submitted by the employee **self-enrolling** in the "Conflict of Interest & Disclosure Update" CBL in NetLearning.

[Click here to view instructions for self-enrolling in a CBL](#)

WVUMedicine

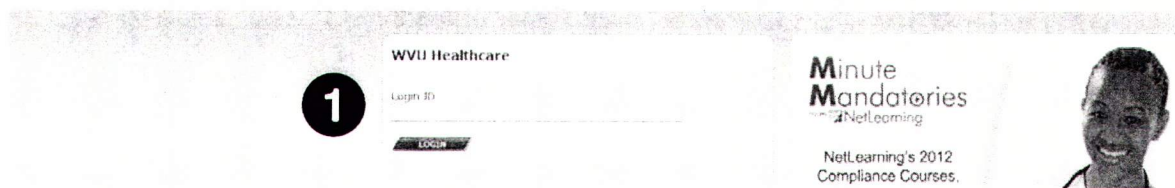
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# Self-Enroll in a CBL

1. Log into myNetLearning using your 6 digit badge (WVUH and APPs)number or your 9 digit UHA Employee ID (UHA Faculty)

NetLearning™



2. Locate the "Enroll in CBL" Widget



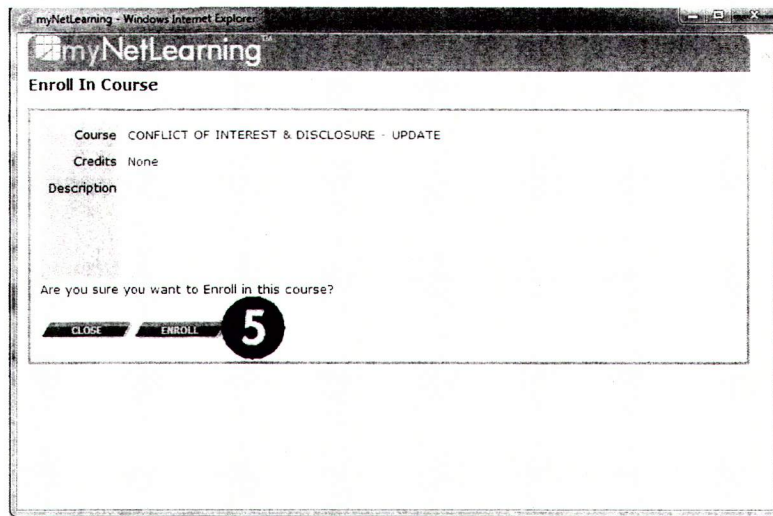
3. Type any key word from the title you are locating in the Search box and hit "Enter"



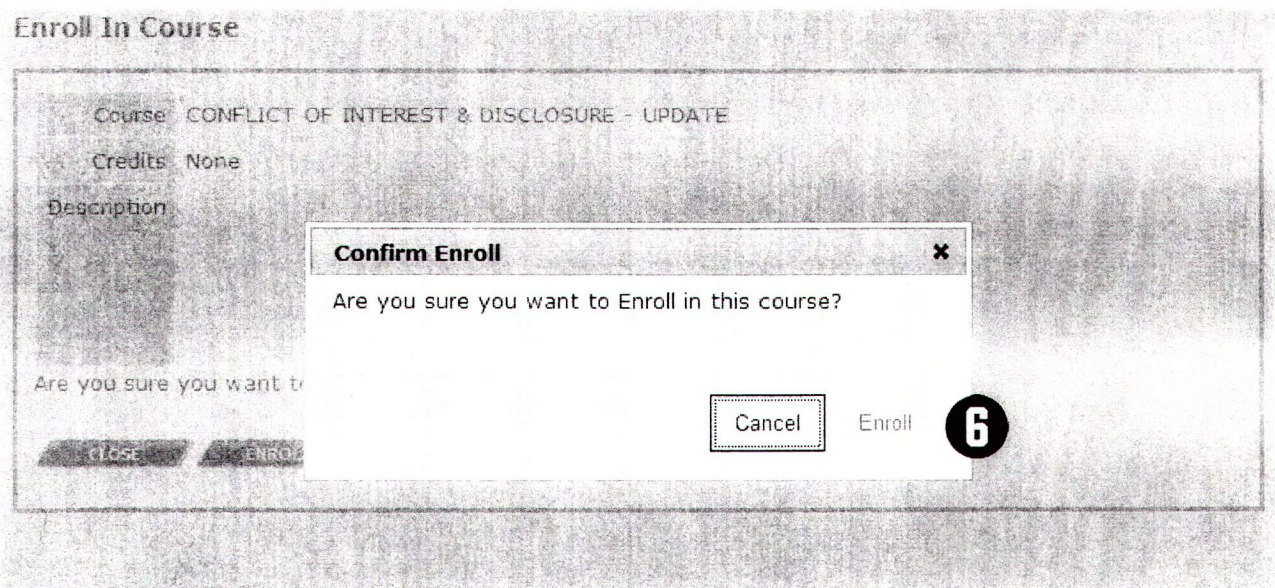
4. Once you locate the CBL you need in the list provided from your search, click the plus sign next to the title.



## 5. Click "Enroll"



## 6. Click "Enroll" to confirm your enrollment.



## 7. Click "Launch Course" to begin.

