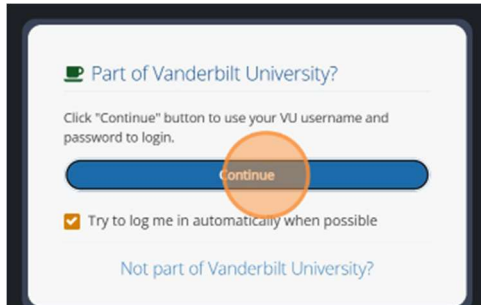




How To Submit a COI Disclosure in Novelution

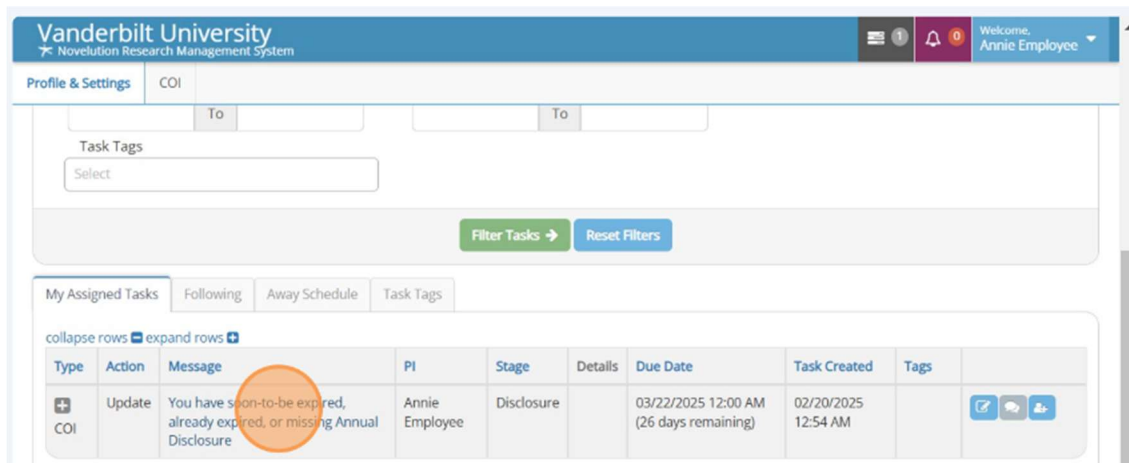
Navigate to <https://vanderbilt.novelution.com>

Click **Continue**, then proceed through Single Sign-on, then DUO authentication.



If you have a disclosure assigned, it will be under **My Assigned Tasks** on the landing page. Follow the link to fill out your disclosure form.

(Alternatively, you can also click the COI tab at the top, then Disclosure.)



The form is a series of **Yes/No questions**, with additional information required of any "yes" responses.

You can navigate by scrolling through the form or clicking on the panel shortcuts to the left.

Vanderbilt University
Novelution Research Management System

Welcome, Annie Employee

Profile & Settings | COI

Annie Employee / annie.employee@vanderbilt.edu / Analyst / 45000 - General Counsel: Office of the Vice Chancellor

For training and additional information on the Conflict of Interest Disclosure process, please visit the Office of Conflict of Interest and Commitment Management website.
To save your progress and complete the form later, please click Save at the bottom of the screen.

collapse all | expand all

Initial Questions

Do you engage in sponsored research in your position at Vanderbilt?*

Yes No

Outside Activity

Do you or a Family Member have a Business Relationship with an Outside Entity that:

Blue text indicates a defined term. Hover over the text to see the definition or notes.

Research activities are classified as "sponsored research" if the research activity is sponsored (funded) by an external organization, i.e., federal, state, or private organization or agency.

collapse all | expand all

Initial Questions

Do you engage in **sponsored research** in your position at Vanderbilt?*

Yes No

Outside Activity

For most panels, a "yes" response will cause a blue button to appear (others have subquestions instead). **Click the blue button** to open the module to enter details about your activity or interest.

Vanderbilt University
Novelution Research Management System

Welcome, Annie Employee

Profile & Settings | COI

Annie Employee / annie.employee@vanderbilt.edu / Analyst / 45000 - General Counsel: Office of the Vice Chancellor

Sponsors or is involved in research activities at Vanderbilt?*

Yes No

Has a contractual relationship with Vanderbilt or provides goods or services to Vanderbilt?*

Yes No

Receives referrals from Vanderbilt?*

Yes No

For each Yes answer above, please add all corresponding Outside Activities by clicking the Add Outside Activity button below.

Add Outside Activity

collapse rows | expand rows

Date Added	Outside Entity	Action
02/20/2025	Pfizer, Inc.	

collapse all | expand all

SAVE SUBMIT FOR APPROVAL Check Validations

Interests are entity-based. Many entities already exist in the database, so please search for the entity name.

If you can't find the entity you need to disclose, click "CAN'T FIND - ADD NEW" and fill out the basic information on the outside entity.

Vanderbilt University
Novelation Research Management System

Profile Outside Activity

Whose Outside Activity are you reporting?*

Self
 Spouse
 Dependent Child
 Stepchild, Parent, Non-Dependent Child, or Sibling

Outside Entity?*

Start typing...

pfi

CAN'T FIND - ADD NEW

Pfizer, Inc.

What type of Outside Activity do you have with [Outside Entity]?*

When did this Outside Activity begin?*

Fill out all questions in the module, then click **Save**. If adding an Outside Activity for an entity where you also have Equity or an IP interest, click **Save and Add Another** to copy over the entity information and fill out the Equity or IP module.

Vanderbilt University
Novelation Research Management System

Profile Outside Activity

What type of Outside Activity do you have with Pfizer, Inc.?*

Select one

When did this Outside Activity begin?*

What is the current status of this Outside Activity?*

Ongoing Completed

Is there a contract or other agreement associated with this Outside Activity that violates any VU policy?*

Yes No

Were you or your family member compensated with money, equity, or in-kind?*

Money
 Equity or Stock Options
 In-Kind Support
 No Compensation

Indicate what safeguards are currently in place or that you propose to prevent this activity from creating an inappropriate conflict of interest.

I disclose this relationship in all publications and presentations of relevant materials
 I disclose this relationship to students involved in activities related to this entity
 I do not use university time and resources for my activities with this entity
 I abide by an existing management plan for this entity
 Other

Cancel Save Save and Add Another for Pfizer, Inc.

After filling out all questions, read the **Attestation** section and check the box to agree.

Equity Interest
Intellectual Property Interest
Family Relationships
Gift
Healthcare
Industry Vendor Payments
Outside Jobs
Conflict of

Attestation

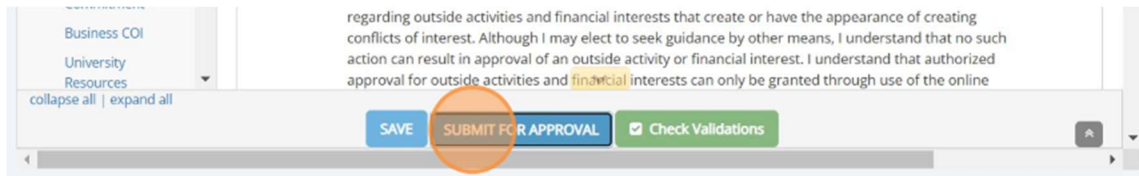
By checking this box, I hereby certify that I have completely reviewed the below Acknowledgements and Assignments. I am aware that execution of this attestation has the same legal validity and meaning as a handwritten signature.

I agree to the following Acknowledgments and Assignments:

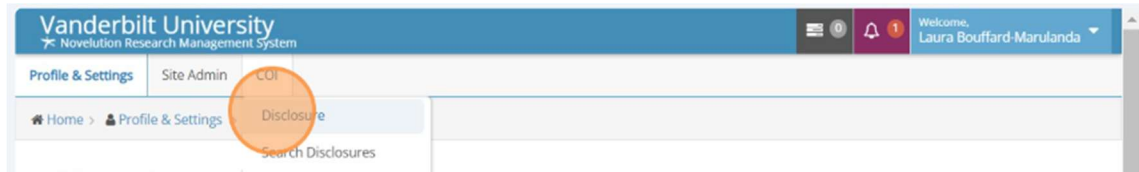
Acknowledgments

- Policy - I have reviewed the Vanderbilt University Conflict of Interest and Commitment Policy and the Policy on Technology and Literary and Artistic Works, and I agree to comply with their provisions.

When ready to submit your disclosure, click **SUBMIT FOR APPROVAL**.



To go back to view or modify your disclosure at any time, click the **COI tab** at the top, then **Disclosure**.



If you have any questions, please reach out to COI@vanderbilt.edu for assistance.