

CoIR Disclosure - Guide to Signature Requirements

For "EZ Disclosures" (all "no" to the CoIR disclosure questions), only the investigator needs to sign the form. When an investigator submits a disclosure form online, it will be considered signed. For any positive disclosure, two levels of signature will be required as shown in the table below:

| If the employee is: | Disclosure must be signed by: | |
|----------------------------------|---|---|
| | Level 1 | Level 2 |
| Faculty Member | Department Chair | Dean |
| Faculty Member w/o a Dept Chair | Dean or Director | Executive Committee member to which the employee's unit is accountable |
| Department Chair | Dean | N/A |
| Executive Committee Member | The officer to whom he or she is accountable. | N/A |
| President | Chair of the Board of Directors | N/A |
| Any employee not mentioned above | Direct supervisor | Dept Chair or Director (or middle management equivalent) unless the Executive Committee member to which the employee's unit is accountable designates someone else. |