DS signed by employee and approved department/division → DS reviewed and approved by VPAA or Director → DS reviewed by COI Officer for completeness → Is disclosure statement complete? → Yes → Send copy of DS to official having contracting authority (OSP or Business Services) → Place in public registry located in 216 Parker Hall → Submit to COI Committee → Is there a conflict? → Yes → Send letter stating employee may engage in proposed activity with copies to department/division and official having contracting authority → NO → Send letter stating employee may not engage in proposed activity with copies to department/division and official having contracting authority because the conflict is not manageable. Inform NSF or PHS of conflict if activity is sponsored by them. → STOP → Yes → Is conflict manageable? → Yes → Send letter to employee outlining oversight requirements with copies to department/division and official having contracting authority. Inform PSH of and mechanism for managing it if activity is sponsored by them. → NO → Does conflict need oversight outside administrative chain? → Yes → COIC forms an OC → A