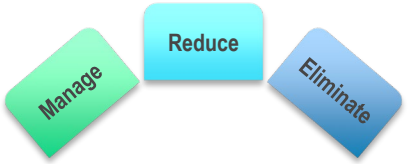
COI Survey Timeline: January–February Launch for the July 2025–December 2026 Survey Period



OCT - DEC
- **COI Office Data Collection**
- **Communication and Awareness**
- **IS Support**

JAN 18 - 22
- **1st COI Survey Launch to:**
  - Researchers
  - Clinicians
  - Faculty
  - Administrators
  - Corporate Officers
  - Residents

FEB 1
- **2nd COI Survey Launch to:**
  - Board Members

FEB 12
- **1st COI Survey Completion Deadline Date**

FEB 19
- **2nd COI Survey Completion Deadline Date** (Board Members)

FEB 22
- **Referral to Supervisor for Non-Completion**

MAR 8
- **Sanctions imposed (non-completion)**
- **Referral to Senior Management**
  - VP & Chair
  - Medical Staff
  - HR

APR - JUN
- **COI Committees Review Disclosures**

JUL - AUG
- **Advisory Letters & Management Plans Distributed**

The COI Office monitors survey completion rates, sends reminder emails, and addresses non-compliance