

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

Printing Conflict of Interest from Qualtrics	<b>Policy:</b> HSCEP OP 10.05 PRO
	<b>Effective Date:</b> July 21, 2017
<b>References:</b> TTUHSCEP OP 10.50	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhsce.edu/compliance/">http://elpaso.ttuhsce.edu/compliance/</a>	

### **Procedure Statement**

The purpose of this procedure is to provide guidance for the compliance staff when there is a need to print a copy of a submitted conflict of interest.

### **Scope**

This procedure applies to conflict of interest submissions that require non-conflict of interest committee reviews.

### **Procedure**

1. Open the CQI Qualtrics web program.
2. Log on to the program.
3. Select the conflict of interest survey that contains the document you would like to print.
4. Select the data and analysis tab.
5. Open the drop down box by the words “Add Filter.”
6. Hover the cursor over the Employee Information field and select “Last Name.”
7. Open the drop down box next to the words “select operator,” and choose the selection “is.”
8. If the individual has a very common name, you may need to select additional filters.
9. Once you have limited your selection, to the right of the results is a drop down box. Under the heading “actions,” open this box and select view response.
10. You can now scroll through the form to determine if it is the correct record.
11. Once you have the correct record, open the drop down box at the top right of the window and select “export to PDF.”
12. You may change the orientation from portrait to landscape and you may change the page size from a letter to legal if you choose. Typically, the settings remain at portrait and letter size.
13. Click the export button.
14. Once the PDF file has been downloaded, you may print the document or save the document as needed.

### **Frequency of Review**

This procedure will be reviewed by the institutional compliance officer on an annual basis by July 1 of each year.

**Review Date:**

**Revision Date:**