Responding to a Request for Clarification in MetricStream

1. You will receive an email from MetricStream letting you know you need to answer a question about your Conflict of Interest Disclosure.

2. Click on the link in the email and access MetricStream by selecting "External User (SSO)" and entering your Mines SSO. The link will take you directly to your COI disclosure form.
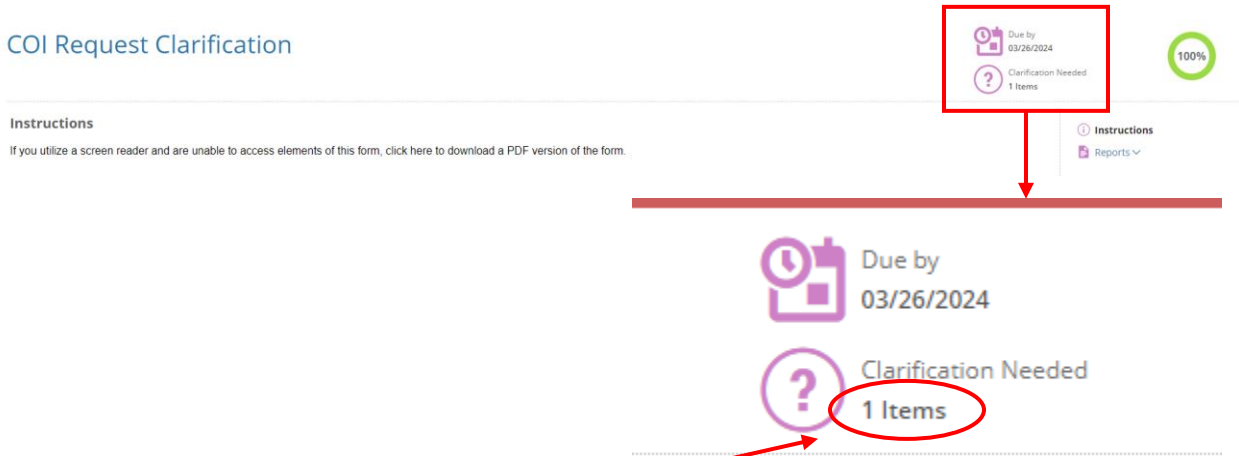
You can also access the request by going to your tasks within MetricStream.
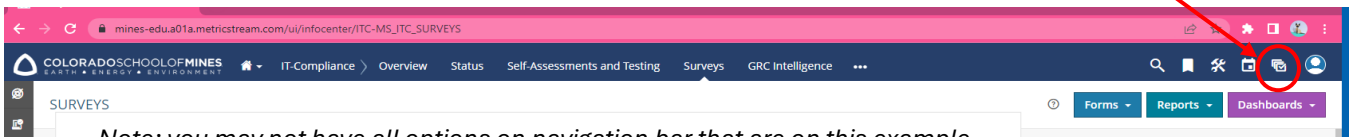
Note: you may not have all options on navigation bar that are on this example.

☑ Response
Clarify Response : COI Request Clarification [114200]
From **Survey Reviewer**

NEW

3. When you have the form open, you will see a question mark icon in the top right corner.

4. When you click on "Items" under "Clarification Needed," you will see a list of the questions which require a response.

Clarification Needed

1. **Remuneration**
   Please use the table below to provide information for each instance of remuneration.
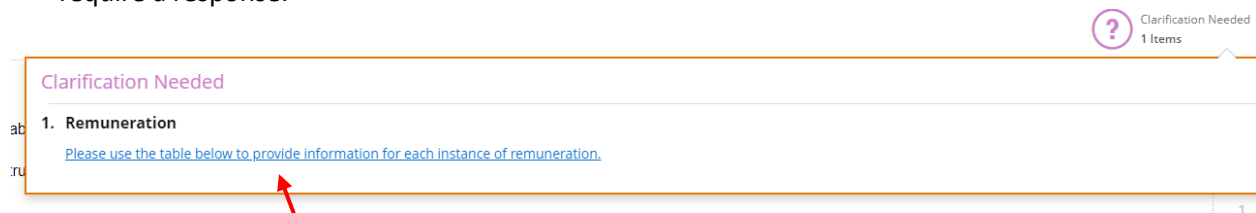
5. Clicking on the blue link will take you to the question you need to answer. Scroll down until you find the Request for Clarification.

![Colorado School of Mines — Compliance, Policy and Risk Management]

Clarification Requested by Approver

Question asking for clarification on a survey response.

ADD COMMENTS

6. Click on the green "Add Comments" link. This will open a text box where you can respond to the question.

7. When you have responded to all of the Requests for Clarification, click Submit.

SUBMIT
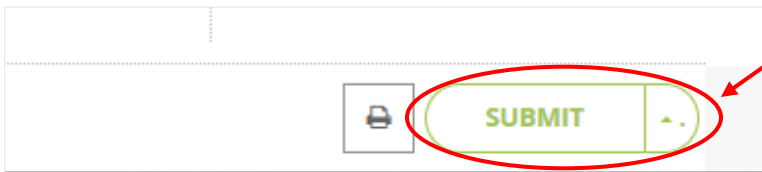
If you have any questions or problems responding to a Request for Clarification, please contact us at compliance@mines.edu.