Access and Navigate the COI Module

**Browsers Currently Supported:** Windows and Macintosh- Mozilla Firefox version 52.7.1.esr; Google Chrome version 64.0.3282.186. Please do not use Microsoft Internet Explorer or Microsoft Edge.

1. Access InfoEd at [InfoEd.brown.edu](http://InfoEd.brown.edu).

2. InfoEd authenticates with your Brown Credentials.

3. At the Home Page.

4. Hover the mouse over Conflict of Interest on the left menu to expand the menu options.
   a. Select **Create/Update Disclosure** from the drop down menu.
5. **Create/Update Disclosure Page** opens.

Available buttons are dependent on whether Annual reporting cycle is open, the user’s profile and any previous COI submission(s).

Each Button corresponds to the noted action(s):

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Job Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Edit/Submit Annual COI Assurance Form" /></td>
<td>Edit/Submit an Annual COI Assurance Form.</td>
<td><a href="#">How to Complete &amp; Submit Annual COI Assurance Form</a></td>
</tr>
<tr>
<td><img src="image" alt="Edit/Submit COI Reporting Form" /></td>
<td>Edit/Submit a COI reporting form outside of the annual reporting cycle.</td>
<td><a href="#">How to Complete &amp; Submit COI Reporting Form</a></td>
</tr>
<tr>
<td><img src="image" alt="Travel Form" /></td>
<td>Report travel. - Aggregate value over $5,000 <a href="#">(see policy)</a></td>
<td><a href="#">How to Complete &amp; Submit Travel Form</a></td>
</tr>
</tbody>
</table>

6. **View Past Submissions**: You may also view previously submitted disclosures. Available buttons are based upon past submissions (if any).

These buttons correspond to the noted action(s):

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</tr>
</thead>
</table>
| ![View Submissions](image) | View all previously submitted disclosures.  
*Note: Annual historical record begins 2015 calendar year.* |
| ![Previously Reported Travel](image) | View travel previously reported over the past 24 months.  
*Note: Historical record begins June 27, 2016.* |

7. Click the button(s) that correspond to the action(s) you want to take.