Access and Navigate the COI Module

**Browsers Currently Supported:** Windows and Macintosh- Mozilla Firefox versions 53.0 through 56.0.2; Google Chrome versions 59.0.3071 through 62.0.3202.75

1. Access InfoEd at [InfoEd.brown.edu](http://InfoEd.brown.edu). Please do not use Microsoft Internet Explorer.

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.

![Create/Update Disclosure](image)

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>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>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>
</tbody>
</table>
| Travel Form | Report travel.  
• Aggregate value over $5,000 (see policy) | [How to Complete & Submit Travel Form](#) |

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):

<table>
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</thead>
</table>
| View Submissions | View all previously submitted disclosures.  
*Note: Annual historical record begins 2015 calendar year.* |
| Previously Reported Travel | 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.