How to Complete and Submit the Annual COI Assurance Form

This document describes how to complete and submit your Annual COI Assurance Form.

1. At Home Page, select Create/Update Disclosure

2. At Create/Update Disclosure Page, click the Edit/Submit Annual COI Assurance Form button to open the Annual COI Assurance Form.

3. The Annual COI Assurance Form opens to the Cover Page.
4. Review the Policy Statement. Click the **CONTINUE** checkbox to proceed.

- **Screening**
- **Conflict of COI**
- **Purchasing**

**Annual Conflict of Interest Assurance and Reporting**

Please review the policy statement below and then click the **CONTINUE** checkbox, located in the bottom right corner.

The Brown University Conflict of Interest (COI) Policy for Officers of Instruction and Research requires that certain members of the Brown faculty and Brown Investigators submit a COI Assurance or Reporting Form at least annually.

**IMPORTANT:**
- The information collected on the Annual COI Assurance form is for the previous calendar year (January – December), to align with the receipt of income forms/statement and preparation of taxes.
- You must also report **Significant Financial Interests** of your spouse and dependent children, if the interests are related to YOUR professional expertise or Brown responsibilities. (Examples)
- Researchers on grants funded by the Public Health Service (PHS), which includes NIH, AHRQ, and FDA, have additional reporting requirements, including having to update their COI forms within 30 days when a new **Significant Financial Interest** is acquired. The special requirements for PHS Investigators are outlined in the **COI policy** and on our **website**.

**CONTINUE**

Please click the checkbox above to continue.

5. At the **Screening Questions Page**, Complete all questions that are displayed.

**Your latest disclosure in InfoEd will pre-populate the Screening Questions**

6. Click the **CONTINUE** checkbox in the lower right corner to proceed to the next page.

8. At the Conflict of Commitment Page complete all questions that are displayed.

Your latest disclosure in InfoEd will pre-populate the Conflict of Commitment Page.

9. Click the CONTINUE checkbox in the lower right corner to proceed to the next page.

10. At Purchasing COI Statement Page.

Note: Employees who are not ‘full time’ will not see questions #4 and #5 on the Conflict of Commitment page.
11. **At Certification Page.**

   ![Job Aid – InfoEd COI Module](image)

   **a.** In the top navigation bar, verify that all pages have a ![CHECKMARK] next to them to confirm the Annual COI Assurance Form is complete.

   ![Job Aid – InfoEd COI Module](image)

   **Notes:**
   - **If page does not have a ![CHECKMARK] next to it, navigate back to the page to complete. (You can navigate to previous pages using the top navigation bar.)**
   - **To make changes on an already completed page, you need to uncheck the **CONTINUE** checkbox. Once re-completed, be sure to click the **CONTINUE** checkbox.**
   - **If you submit without a ![CHECKMARK], you will receive the following error:**

     ![Error Message]

   **b.** Click the **Submit** button ![SUBMIT] located under the certification checkbox area to submit your Annual COI Assurance Form.

     *Note: This does not submit your form. Please Do Not close the gray processing screen when the system is submitting your disclosure for review. This may take a moment.*
Certification

Please review the certification statements below and click the checkboxes to indicate acceptance.

I certify that the answers provided are accurate and true to the best of my knowledge and that I have reviewed and understand Brown University’s Policy COI policy.

I understand that Brown will use the information I provide on this disclosure form to make representations to the U.S. government, on federal grant applications. I understand that if I provide materially false, fictitious, or fraudulent statements or representations, there may be penalties pursuant to 18 U.S.C. Code 91001.

I further understand that as a researcher funded by PHS and certain foundations that follow PHS regulations, I am required to submit an updated disclosure of significant financial interests within 30 days of discovering or acquiring a new significant financial interest. This is a requirement under federal COI regulations. If I have questions about this requirement, I understand that I can contact COI@brown.edu.

Click here to indicate acceptance of the above.

Verify that all pages have a green checkmark next to them and click the Submit button.

If a green checkmark is missing, click on the page to complete it.

You will receive a confirmation in your Brown Gmail account once you submit your Annual COI Assurance Form.
12. After submitting, you can view or print your form by clicking the **PDF icon** that shows next to the date and time stamp of your submission.

![PDF Icon]

13. To exit, click the **Done icon** in the upper left corner to navigate back to the **Home Page**.

![Done Icon]