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.

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 Certification Page.

4. 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. Code §1001.

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.

5. [Click here to indicate acceptance of the above.]
a. In the top navigation bar, verify that all pages have a green check mark next to them to confirm the Annual COI Assurance Form is complete.

Notes:

- If page does not have a green check mark 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 green check mark, you will receive the following error:

![Error message]

b. Click the Submit button 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.
You will receive a confirmation in your Brown Gmail account once you submit your Annual COI Assurance Form.
11. 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.

**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. Code §1001.

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

Submitted Date: 26-Jan-2018 4:08:41 PM

* After Submitting, click the PDF icon to view or print your disclosure.
* To Exit, click Done in the upper left corner

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