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**.

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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.
4. Review the Policy Statement. Click the **CONTINUE** checkbox to proceed.

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. During the past calendar year, did you (or your spouse/dependent children) receive consulting compensation, honoraria, or other forms of payment (including salary and paid authorship) from an outside, non-Brown affiliated entity?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. During the past calendar year, did you (or your spouse/dependent children) hold any equity or have an ownership interest in a non-publicly traded entity, whose goals, products, or activities are related to your professional expertise or Brown responsibilities?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. Have you set up, founded, or co-founded a startup company, an LLC, or a non-profit that is related to your professional expertise or Brown responsibilities?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. During the past calendar year, did you (or your spouse/dependent children) hold equity in a publicly traded entity whose goals, products, or activities are related to your professional expertise or Brown responsibilities and that (a) exceeded $5,000 in value OR (b) when combined with income from that same entity received during the past calendar year, exceeded $5,000?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. In the past calendar year, did you (or your spouse/dependent children) receive income related to intellectual property rights and interests directly from an outside entity (not via Brown University) and related to your professional expertise or Brown responsibilities?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. During the past calendar year, did an outside entity or sponsor reimburse you for any travel related to your institutional responsibilities or professional expertise that had an aggregate value of more than $5,000? (Exceptions to the travel expense requirement)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

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.

Note: Employees who are not ‘full time’ will not see questions #4 and #5 on 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.
11. At Certification Page.

   ![Certification Page Image]

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

   ![Completed Pages Image]

   **Notes:**
   - *If page does not have a "✓" 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 "✓", 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.
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.

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