How to Complete and Submit the COI Reporting Form

This document describes how to edit and submit your Conflict of Interest (COI) Reporting Form.

1. At Create/Update Disclosure Page click the Edit/Submit COI Reporting Form button to open the COI Reporting Form.

2. The COI Reporting Form will open to the Cover Page.

   a. The page names are active links that enable you to click and navigate between pages.

3. Review the Policy Statement. Click the CONTINUE checkbox to proceed.
4. You will be brought to the **Screening Questions Page**.

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

Please review and update answers as necessary.

a. **Confirming the Screening Questions** – If the answers displayed on the Screening Questions remain the same, click the **CONTINUE** checkbox to proceed.

b. **Updating the Screening Questions** - If the answers displayed on the Screening Questions need to be updated, check the appropriate answer to each question and click the **CONTINUE** checkbox to proceed.
i. See job aids if necessary: Entity List, Intellectual Property, Travel

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

The Conflict of Commitment page will be answered based on your latest disclosure submitted in InfoEd.

6. Click the CONTINUE checkbox.

7. In the top navigation bar, you will be brought to the Certification Page.
a. Verify that all pages have a ✓ next to them to confirm the COI Reporting Form is complete.

Notes:

- If page does not have a ✓ next to it, please 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:
b. **Click the Submit button** located underneath the certification checkbox to submit your COI Reporting 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.*

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You will receive a confirmation in your Brown Gmail account once you submit your COI Reporting Form.

8. After submitting your COI Reporting Form, you can view or print your form by clicking the PDF icon that shows next to the date and time stamp of your submission.

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