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.

   ![Edit/Submit COI Reporting Form button](image)

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

   ![Cover Page](image)

   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.

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

   b. **Updating the Conflict of Commitment Page** - 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.

6. Click the **CONTINUE** checkbox.
7. In the top navigation bar, you will be brought to the **Purchasing COI Statement Page**.

Please review the Purchasing COI Statement below and then click the **ACKNOWLEDGEMENT** checkbox, located in the bottom right corner.

**Purchasing COI Statement**

I understand that it is University policy that I cannot make or influence business decisions, including purchasing or resource allocation decisions and/or decisions to enter into agreements or other types of contracts, if these involve:

- An entity in which I or a member of my family has a financial interest (income, stock, stock options), OR
- An entity for which I have fiduciary duties (e.g., service on the Board of Directors), OR
- A close business associate (defined as any individual or organization with whom I have a close personal or business relationship), OR
- An individual who is a family member.

I will promptly notify my supervisor and/or the appropriate administrative office if I am or intend to become involved in a business decision involving scenarios (a) through (d) above.

8. In the top navigation bar, you will be brought to the **Certification Page**.
a. Verify that all pages have a \( \checkmark \) next to them to confirm the COI Reporting Form is complete.

Notes:

- **If page does not have a \( \checkmark \) 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 \textbf{CONTINUE} checkbox.** Once re-completed, be sure to click the \textbf{CONTINUE} checkbox.
- **If you submit without a \( \checkmark \) you will receive the following error:**

![Error Message]

The form needs to be completed before you can submit

\[ OK \]
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.*

You will receive a confirmation in your Brown Gmail account once you submit your COI Reporting Form.
9. 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.

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