How to Complete and Submit the Travel Form

- If completing the Travel Form from within the Annual COI Assurance Form → go to Step 1.
- If completing the Travel form from the Travel Form button on the Create/Update Disclosure Page, → go to Step 4.

1. You will be required to complete the Travel Form if:
   a. You answered yes to Question 6 on the Screening Questions Page.

2. After completing the Screening Questions Page, the Travel Page 1 will open and appear in the top navigation bar.

3. At the Travel Page:
   a. Click on the Travel Form button 2 to open the Travel Form.
4. At Travel Form

To review your travel reported over the past 24 months, click on the following link: [Previously reported travel](#).

**Who Needs to Report:**
- Investigators who are participating in [PHS funded research](#), or research funded by a [foundation that follows the PHS COI regulations](#), are required to report to the University the occurrence of any reimbursed or sponsored travel. View full policy [here](#).

**When is a Travel Form Required:**
- Within 30 days of any travel that is/was sponsored or reimbursed by an outside entity, AND
- Travel is/was related to your institutional responsibilities or professional expertise, AND
- Travel had an aggregated value of more than $5,000 during the past 12 months.

**Exceptions to this Reporting Requirement:**
For more information about travel requirements, please see [Special Requirements for Investigators Funded by PHS and Certain Other Foundations](#).

5. Complete the fields for each disclosed trip.
   - All fields are required.
   - Business Purpose field is used to explain why a sponsored trip was taken. Examples include: Presentation to company employees, advisory board meeting at company headquarters, or key note address at an annual conference.

6. To disclose additional trips, click on the **Click to Add Another Trip**.

7. To delete a trip, click the **Delete** icon next to the trip.

8. Once you have entered all trips, click the **Submit** button.

   *Note: You will receive confirmation in your Brown Gmail account once you submit your Travel form.*
9. You will be brought back to the Travel Page within the Annual COI Assurance/COI Reporting form. Click the CONTINUE checkbox to go to next page.

10. You will be brought to the next page noted in the top navigation bar.

   Note: The Travel Page will have a ✔ next to it confirming that the page is complete.

11. To view or print your reported Travel, click the Previously Reported Travel button 7 from the Create/Update Disclosure Page.
   a. At Home Page, hover mouse over Create/Update Disclosure.
b. Click Previously Reported Travel.