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: (view more info.)

For more information about travel requirements, please see Special Requirements for Investigators Funded by PHS and Certain Other Foundations.

To Review travel reported over the past 24 months, click on the "Previously reported travel" link.

Click "view more info" to see additional information about "Exceptions to this Reporting Requirement".

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.