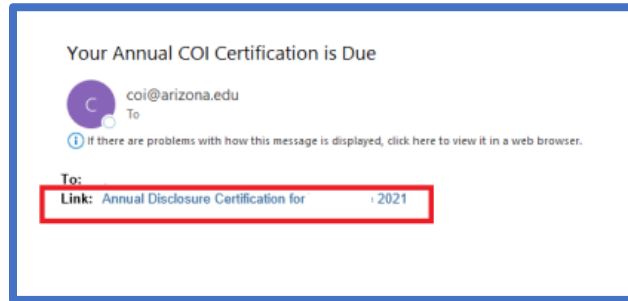
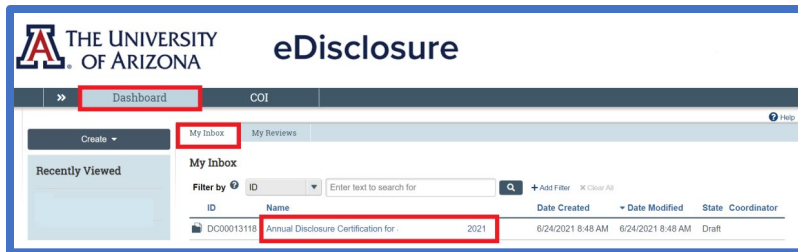


1. If you received an email stating **Your Annual COI Statement is Due**, click on the link that is embedded in the email. The link will take you to the eDisclosure login page. If you did not receive an email, you can login to eDisclosure via the following web address:

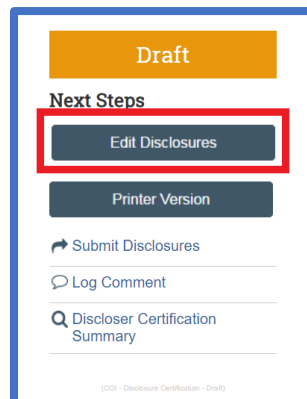
<https://eDisclosure.arizona.edu>



2. From **My Inbox** which is located on the **Dashboard** click on the **Annual Certification** hyperlink.



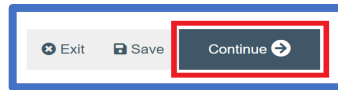
3. The **General Information** page displays providing information about the need for disclosing and helpful documents to have on hand when completing your disclosure. Click **Edit Disclosures** to begin the process.



4. Respond to the questions on the **Institutional Responsibilities** page, adding text when prompted. Please note that if you meet the definition of a UArizona Administrator (click on the help text for the definition), respond **Yes** to question #2. If you have **Outside Employment or an Outside Commitment** that you need to disclose, please respond **Yes** to question #5.

5. \* Is your UArizona FTE 0.50 or greater?  
☒ Yes ☐ No [Clear](#)

Once you have completed the questions, click **Continue** located in the lower right corner.



5. Depending on the answers you provided on the Institutional Responsibilities page, you will be presented with the appropriate Conflict-of-Interest training(s). If you have previously completed your Conflict-of-Interest training, the date you completed your training will automatically populate. If you need to take the training, you can click on the blue hyperlink to be taken to the training. Please note, you must complete/recertify this training before submitting your certification. Your training information will be available in eDisclosure the morning after you complete the training. Once this date is in eDisclosure, you can proceed with your disclosure. If you have previously certified your Conflict-of-Interest training in eDisclosure you will not see this page until your training is about to expire. Click **Continue** once you have answered the questions.

**THE UNIVERSITY OF ARIZONA** eDisclosure

You Are Here: Annual Disclosure Certification  
Editing: DC00025

**Annual Certification for Training and Education Information**

This institution requires you to complete a few simple steps in order to be compliant with its policy and federal regulations. The following steps may be completed through the eDisclosure system.

- Complete this disclosure certification training when you begin employment and as required by institutional policy.
- Disclose any significant financial or personal interests within 30 days of acquiring or discovering a new SFI/SPI or a change in an existing SFI/SPI.
- Provide all necessary disclosure information annually. Annual disclosures are in addition to any disclosures within 30 days of new interests being acquired or discovered.
- Provide any additional information requested as your disclosure certification is reviewed.
- If a management plan is required, your agreement to the plan must be documented prior to any of your SFI(s) related funding being released. If a management plan is in place, you are responsible for all of its terms, conditions, and actions.
- You must respond to all requests for information and/or meetings regarding the institution's responsibility to monitor compliance with the plan.
- Even if you have no outside organizations or companies with which you or an immediate family member have a financial relationship, you still need to complete the annual disclosure.

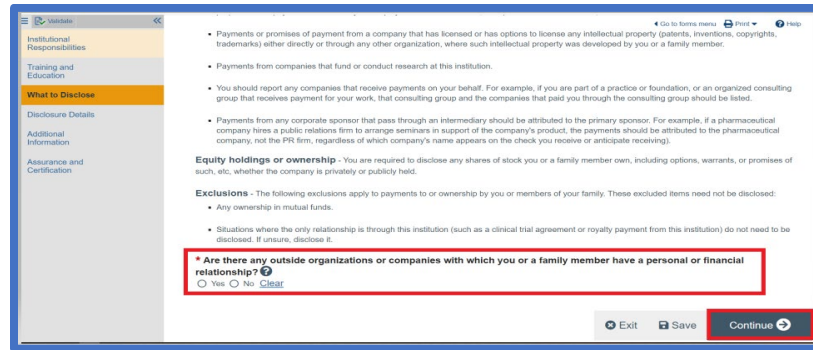
- Conflict of Interest Required Disclosure Training** **date:** You must complete/recertify this training before submitting your certification. Your training information will be available in eDisclosure the morning after you complete the training.
- Institutional Conflict of Interest Training for University Administrators** **date:** You are encouraged to complete/recertify this training before submitting your certification. Your training information will be available in eDisclosure the morning after you complete the training.
- I certify that I have read the Outside Activity Requirements and understand the information and requirements that were presented to me:**  
☐ Yes ☐ No [Clear](#)
- Date that you completed your Outside Activity training:**

You are encouraged to complete this training before submitting your certification.

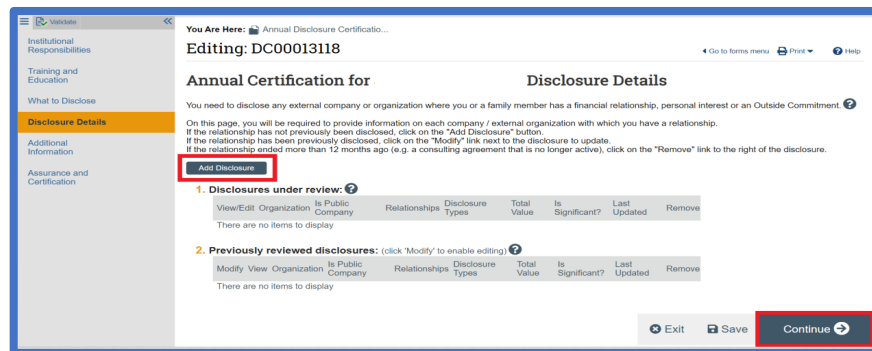
Exit Save Continue

## ANNUAL DISCLOSURE

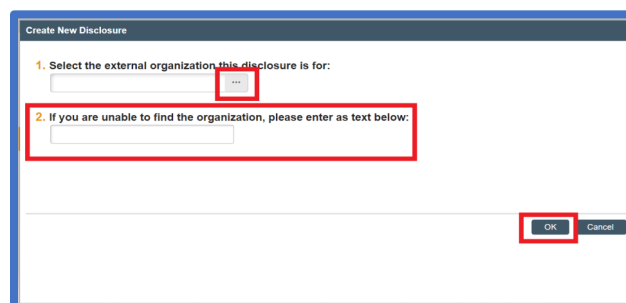
6. The **What to Disclose** page displays. Please read the information and respond to the question **Are there any outside organizations or companies with which you or a family member have a personal or financial relationship?** If your response is **No**, click **Continue** on this screen and the next 2 screens, then proceed to step #13 of this instruction to certify your disclosure. A **Yes** response reveals additional SmartForms required to complete your disclosure. Click **Continue**.



7. To add an **Organization** (formerly Entity), click on **Add Disclosure**.



8. To select an organization, click on the ellipses to search the database of existing organizations and select the organization you would like to disclose. If the organization you wish to disclose is not in the database, enter the name in the text box for question #2 (you will be asked specific questions about the new organization in a subsequent SmartForm). Click **OK**.



9. The **General Information** page displays showing the organization that was previously selected. Answer the questions and fill in text boxes when prompted. Please note, if you have **Outside Employment or an Outside Commitment** with this organization be sure to check the **Outside**

**employment or commitment (COC form)** button. eDisclosure is designed to display additional pages called SmartForms in response to the boxes that are checked.

3. \* What type of financial relationship do you have with the external organization? **Check all that apply)**

- ☐ Equity (shares / options) in external company or loan
- ☐ Consulting, advisory, or speakers bureau
- ☐ Editorial compensation
- ☐ Intellectual Property rights (license / royalties paid directly to individual)
- ☐ Remuneration or Reimbursements (excluding sponsored travel)
- ☐ Sponsored or reimbursed travel
- ☐ Managerial, professional or fiduciary position (even if not compensated)
- ☒ **Outside employment or commitment (COC form)**

Click the **Continue** button.

Exit Save **Continue**

10. Answer the questions on the SmartForms and attach any documents related to your disclosed organization, then click **Continue**. A summary of your Disclosure displays. If you need to go back and make any corrections, click on the appropriate section in the menu bar located on the left side of the screen. If you are satisfied with your disclosure, click **Finish**.

You Are Here: Annual Disclosure Certificate... > Disclosure FI00000380 for [redacted]

Editing: FI00000380

Disclosure for [redacted] in Disney: Disclosure Summary

1. Stock Equity: \$25,000.00
2. Options Equity:
3. Consulting, Advising, and Speaking:
4. Editorial:
5. License and Royalty:
6. Reimbursements:
7. Sponsored Travel:
8. Managerial, professional or fiduciary position:
9. Total Value: \$25,000.00

Exit Save **Finish**

11. If you need to disclose another organization, click on **Add Disclosure** and repeat steps 8-10. Once you have finished adding your organizations, click **Continue**.
12. Provide any additional information that you feel will assist in the review of your organizations by either using the textbox and/or attaching documents. Click **Continue**.
13. The Annual Certification: Assurance and Certification page displays. Answer the **DOE Reporting Requirements** question:

## ANNUAL DISCLOSURE

DOE Reporting Requirements

In order to ensure UA Arizona's compliance with the Department of Education's reporting requirements, please respond to the following question.

\* Do you currently have, or anticipate having in the next 12 months, any of the following affiliations with foreign institutions of higher education, foreign governments, foreign companies or foreign nationals? Check all that apply:

- ☐ Research collaborations
- ☐ Agreements or contracts
- ☐ Appointments or titles
- ☐ Teaching or training engagements
- ☐ Consulting engagements
- ☐ Talent recruitment programs
- ☐ Financial interests
- ☐ Visiting scholars
- ☐ Intellectual property
- ☐ Advising or mentoring engagements
- ☐ Speaking engagements
- ☐ Committees or boards
- ☐ Laboratories outside the U.S.
- ☐ Travel or site visits paid for by a foreign source
- ☐ Program evaluations paid for by a foreign source
- ☐ Contracts with, or payments to, a business owned by you
- ☐ Other
- ☐ I do not have any foreign professional affiliations

14. Certify your disclosure and click **Finish**. Please note that you will not be able to make changes to your disclosed organizations without reaching out to the Office for Responsible Outside Interests. If you need to make changes, please follow steps 15 – 18.

Date submitted:

**Before you finish:**

To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"

To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"

1. My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statement ☐

Exit Save Finish

15. Click the **Log Comment** button.

Administrative Review

Next Steps

View Disclosures

Printer Version

Log Comment

Discloser Certification Summary

16. Type the request in the text box and click **OK**.
17. The Office for Responsible Outside Interests will receive your comment and send you a **Changes Requested** email.

You can then go in and make the changes to your disclosure by clicking **Edit Disclosures**.

Draft

Next Steps

Edit Disclosures

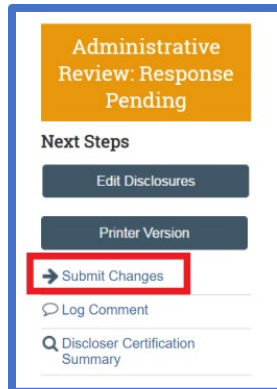
Printer Version

Submit Disclosures

Log Comment

Discloser Certification Summary

18. Once you have made the changes to your disclosure, click **Submit Changes**.



The screenshot shows a web interface for administrative review. At the top, an orange box contains the text "Administrative Review: Response Pending". Below this, a section titled "Next Steps" contains three buttons: "Edit Disclosures", "Printer Version", and "Submit Changes". The "Submit Changes" button is highlighted with a red rectangular box. Below the buttons, there are two links: "Log Comment" and "Discloser Certification Summary".