1. Click on the link that is embedded in the email.

2. Click on Edit Disclosures.

3. The Research Initiated Update for Discloser: Institutional Responsibilities page displays. Respond to questions 1 – 5 filling in text boxes as required. If at any time you have questions about the question, click on the Help icon next to the question. Note that for question #4 the answer is grayed in because this is a research certification. If you have Outside Employment or an Outside Commitment that you need to disclose, please respond Yes to question #5.

4. Click Continue.

5. The Disclosure Details page displays. If you have completed a disclosure certification in the past, that information displays. If you have a new organization to disclose, click the Add Disclosure
button. *The review of your Research Certification will occur after all reviews associated with the organization have been completed.*

6. Click **Continue** if you have no additional organizations to disclose.

7. Complete the questions on the **Research Information** page entering text when prompted. Click **Continue**.

8. The **Research Initiated Update for: Additional Information** page displays. Respond to the question and add any related documents. Click **Continue**.

9. Complete the DOE question on the **Research Initiated Update for Name: Assurance and Certification** page.

10. Certify your disclosure and click **Finish**.

Please note that you will not be able to make changes to your research certification without reaching out to the Office of Responsible Outside Interests. If you need to make changes, please follow steps 11-13.

11. Click the **Log Comment** button. Type the request in the text box and click **OK**.
12. The COI Program will receive your comment and can send you a Changes Requested email. You can then go in and make the changes to your research certification by clicking Edit Disclosures.

14. Once you have made the changes to your research certification, click Submit Changes.