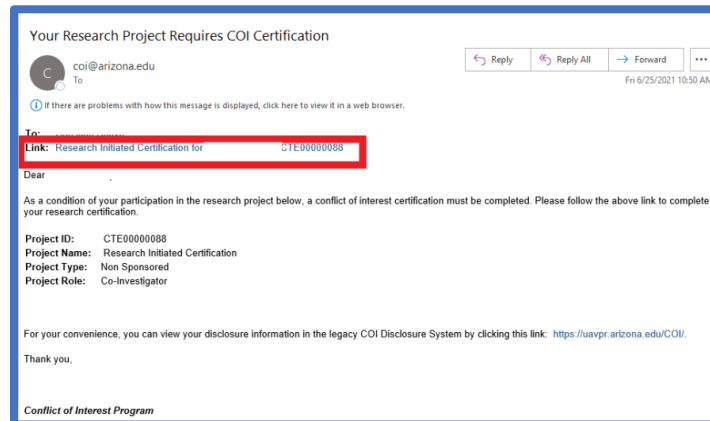
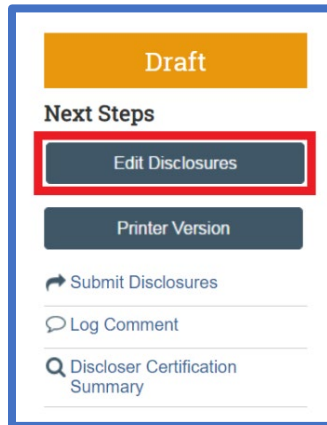


COMPLETING A RESEARCH INITIATED CERTIFICATION

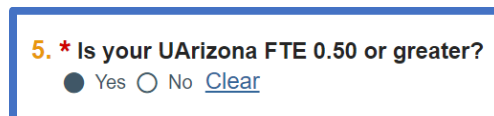
1. Click on the link that is embedded in the email.



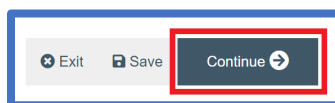
2. Click on **Edit Disclosures**.



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**.

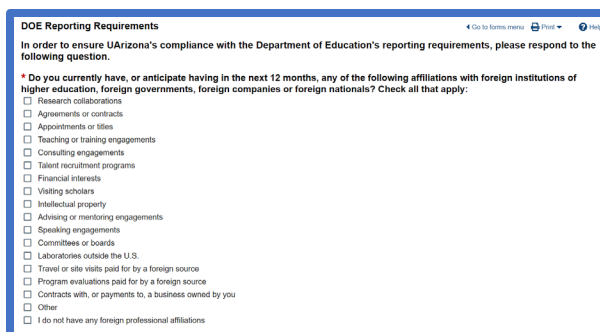


5. The Disclosure Details page displays. If you have completed a disclosure certification in the past, that information displays. If you have a new organization to disclose, click the **Add Disclosure**

COMPLETING A RESEARCH INITIATED CERTIFICATION

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.



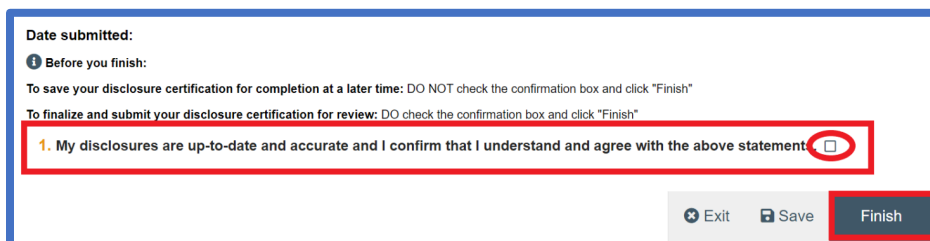
DOE Reporting Requirements

In order to ensure UAArizona'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 with 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
- Contacts with, or payments to, a business owned by you
- Other
- I do not have any foreign professional affiliations

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



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"

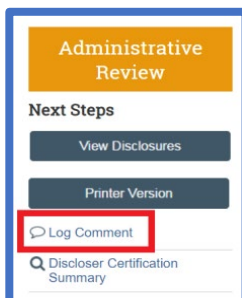
To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"

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

Exit Save Finish

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**.



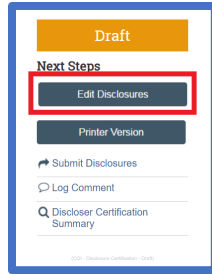
Administrative Review

Next Steps

- View Disclosures
- Printer Version
- Log Comment
- Discloser Certification Summary

COMPLETING A RESEARCH INITIATED CERTIFICATION

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**.

