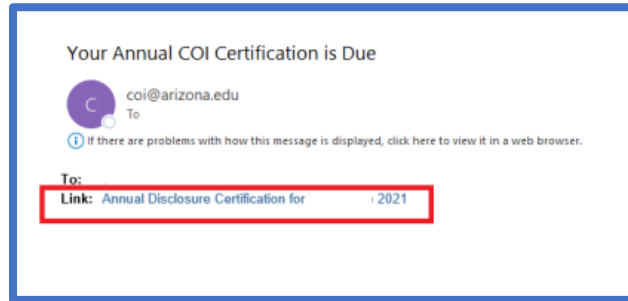
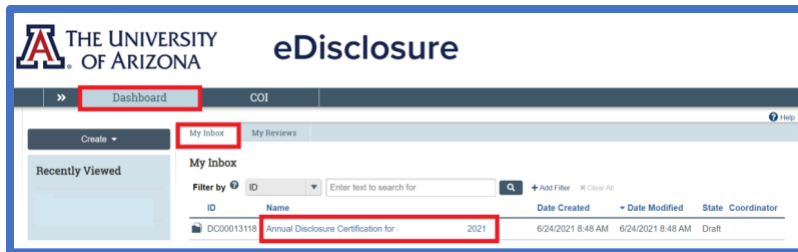


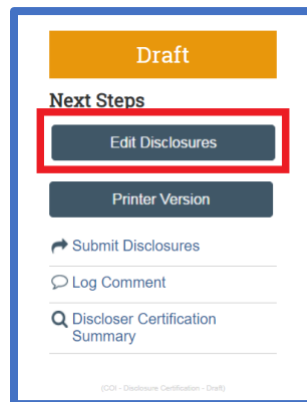
1. If you received an email stating **Your Annual COI Statement is Due**, click on the link that is embedded in the email. The link will take you to the eDisclosure login page. If you did not receive an email, you can login to eDisclosure via the following web address:
<https://eDisclosure.arizona.edu>



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. Certify that you have completed the Required Conflict of Interest Disclosure Training in Edge Learning. Please note that 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.

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 SF/SP/PI or a change in an existing SF/SP/PI.
- 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 SF(s) related funding being released. (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.

1. * I certify that I have completed the "Required Conflict of Interest Disclosure Training" and understand the information and requirements that were presented to me:
 Yes No [Details](#)

2. * Date that you completed your COI training:

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**.

What to Disclose

- Payments or promises of payment from a company that has licensed or has options to license any intellectual property (patents, inventions, copyrights, trademarks) either directly or through any other organization, where such intellectual property was developed by you or a family member.
- Payments from companies that fund or conduct research at this institution.
- You should report any companies that receive payments on your behalf. For example, if you are part of a practice or foundation, or an organized consulting group that receives payment for your work, that consulting group and the companies that paid you through the consulting group should be listed.
- Payments from any corporate sponsor that pass through an intermediary should be attributed to the primary sponsor. For example, if a pharmaceutical company hires a public relations firm to arrange seminars in support of the company's product, the payments should be attributed to the pharmaceutical company, not the PR firm, regardless of which company's name appears on the check you receive or anticipate receiving.

Equity holdings or ownership - You are required to disclose any shares of stock you or a family member own, including options, warrants, or promises of such, etc, whether the company is privately or publicly held.

Exclusions - The following exclusions apply to payments to or ownership by you or members of your family. These excluded items need not be disclosed:

- Any ownership in mutual funds.
- Situations where the only relationship is through this institution (such as a clinical trial agreement or royalty payment from this institution) do not need to be disclosed. If unsure, disclose it.

* Are there any outside organizations or companies with which you or a family member have a personal or financial relationship?
 Yes No [Details](#)

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

The screenshot shows the 'Annual Certification for' page for user DC00013118. The left sidebar has 'Disclosure Details' selected. The main content area has an 'Add Disclosure' button highlighted with a red box. Below it are two tables: 'Disclosures under review' and 'Previously reviewed disclosures', both showing 'There are no items to display'. At the bottom right, the 'Continue' button is highlighted with a red box.

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**.

The screenshot shows the 'Create New Disclosure' form. Question 1 is 'Select the external organization this disclosure is for:' with a dropdown menu and an ellipsis icon highlighted by a red box. Question 2 is 'If you are unable to find the organization, please enter as text below:' with a text input field highlighted by a red box. The 'OK' button at the bottom right is also highlighted by a red box.

9. The **General Information** page displays showing the organization that was previously selected. Answer the questions and fill in text boxes when prompted. **Select Intellectual Property rights (license/royalties paid directly to individual)**. If you are a University Employee must also 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.

The screenshot shows a form titled '3. * What type of financial relationship do you have with the external organization? (Check all that apply)'. The options are:

- 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)

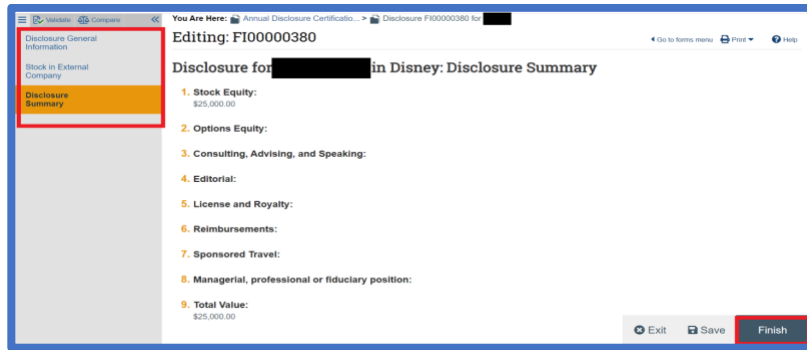
 The 'Intellectual Property rights' and 'Outside employment or commitment' options are highlighted with red boxes.

Click the **Continue** button.

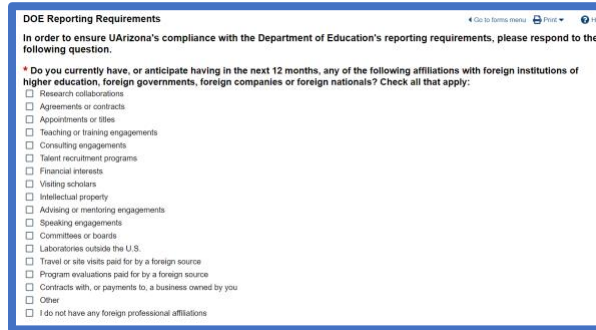
The screenshot shows the bottom navigation bar with three buttons: 'Exit', 'Save', and 'Continue'. The 'Continue' button is highlighted with a red box.

10. Answer the questions on the SmartForms and attach any documents related to your disclosed organization, then click **Continue**. **You must answer “Yes” to Question 6 on the Intellectual Property Rights page.**

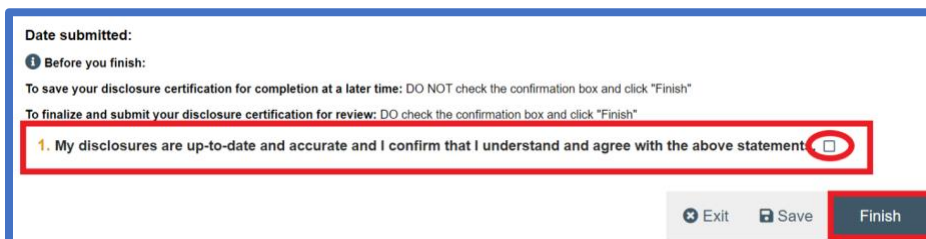
A summary of your Disclosure displays. If you need to go back and make any corrections, click on the appropriate section in the menu bar located on the left side of the screen. If you are satisfied with your disclosure, click **Finish**.



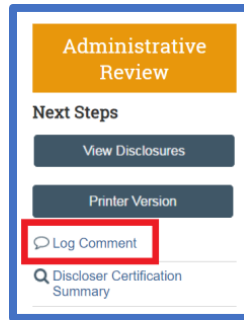
11. If you need to disclose another organization, click on **Add Disclosure** and repeat steps 8-10. Once you have finished adding your organizations, click **Continue**.
12. Provide any additional information that you feel will assist in the review of your organizations by either using the textbox and/or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



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.

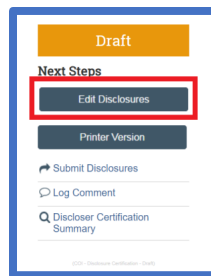


15. Click the **Log Comment** button.



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**.



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

