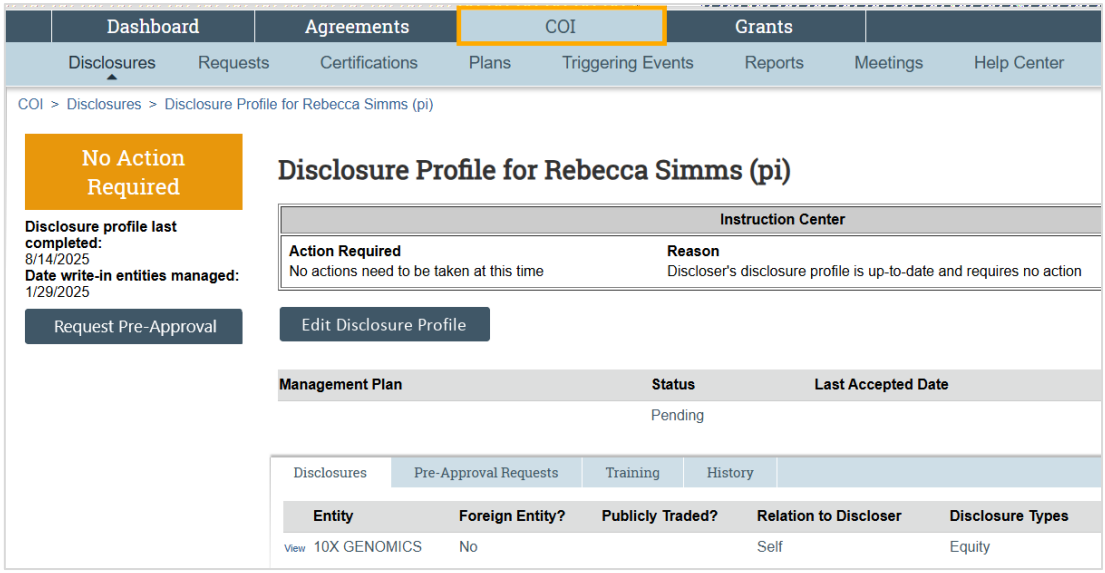
Quick Reference Guide

Submit a Disclosure

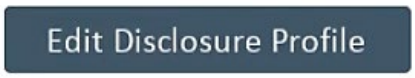
PI's

This guide walks you through how to update your disclosure profile to submit a disclosure. Some reasons you may need to update your disclosure profile include: you are added to a new research project, your COI discloser training has expired, or an annual update is needed.

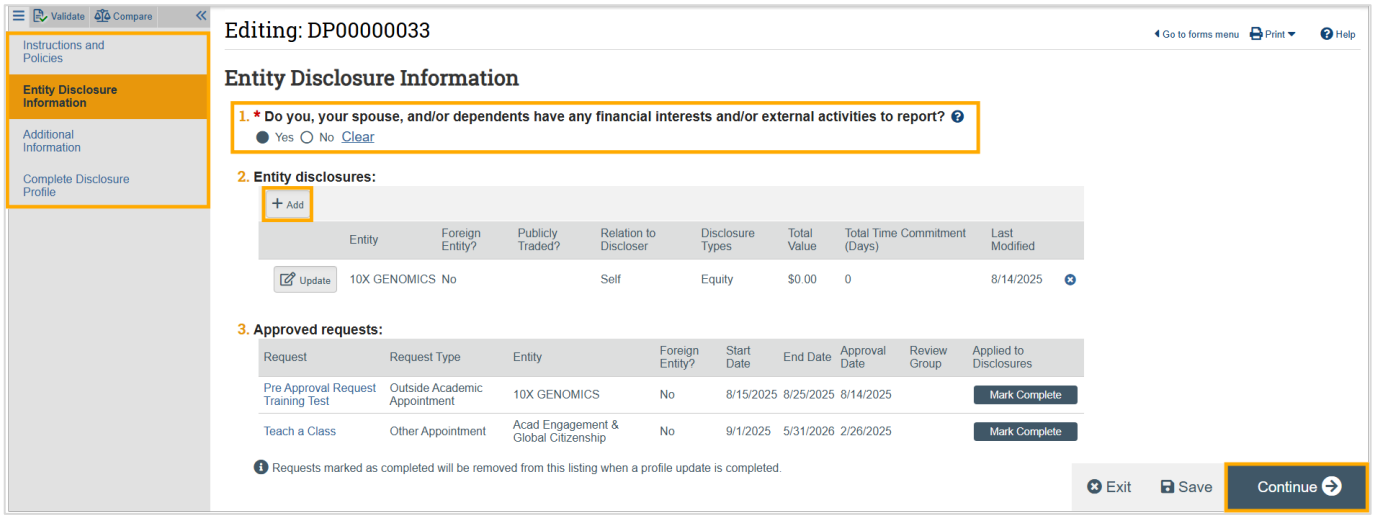
1. **Start on your Disclosure Profile workspace by clicking on the COI tab.**



2. **Click Edit Disclosure Profile to add a disclosure to access the disclosure profile smartform.**

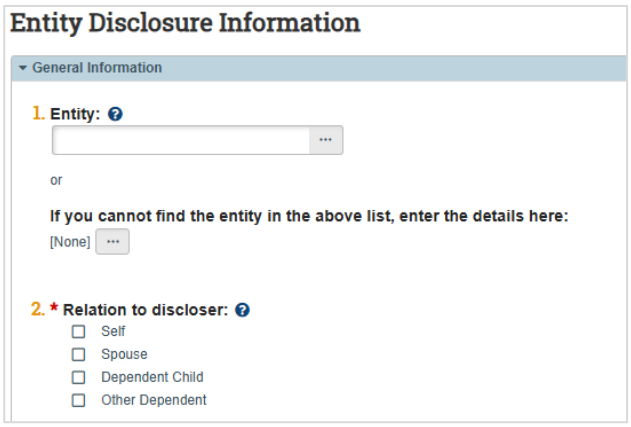


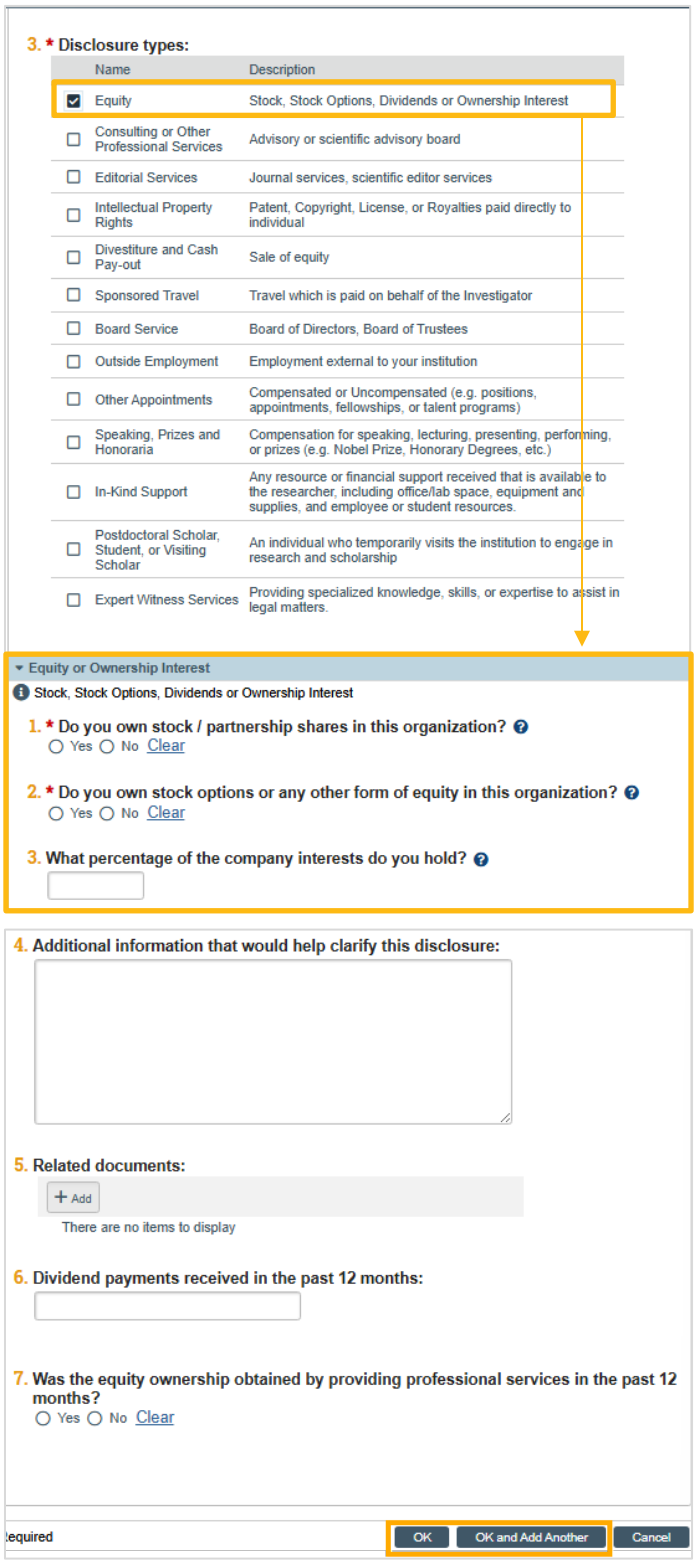
3. **Complete the disclosure profile smartform, filling out each page of the form to ensure that all disclosures are entered. Click Add to add any entity disclosures (details on next slide), click Continue to move to the next page.**



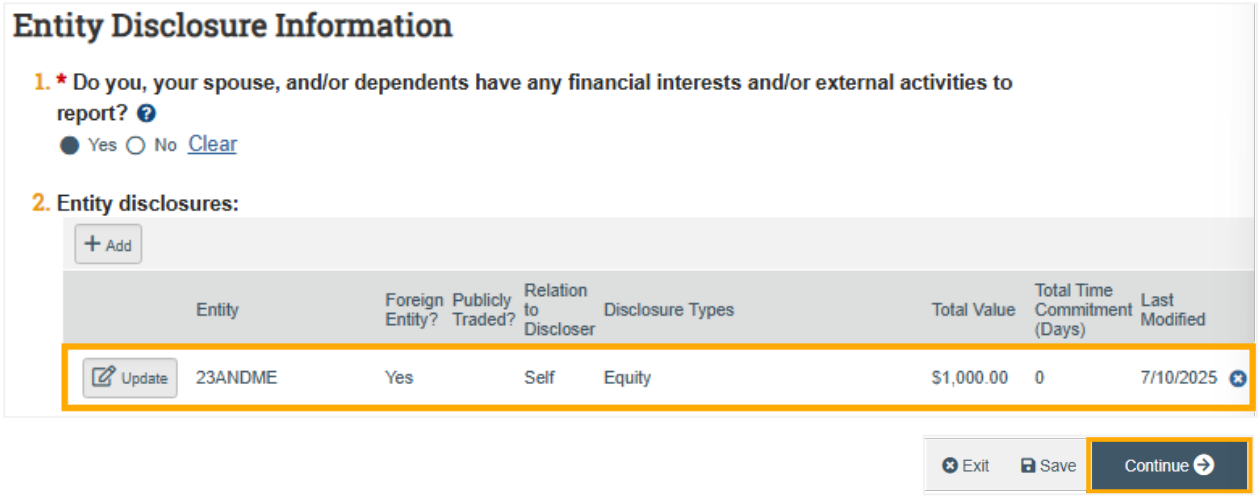
Submit a Disclosure

4. After clicking Add, the Add Disclosure slide in window will appear. Complete the questions on each page to add your disclosures. Based on the type of disclosure you select, new sections may appear with additional questions. Finish by adding any necessary additional information or related documents, and click OK, or OK and Add Another if you have additional disclosures to add.

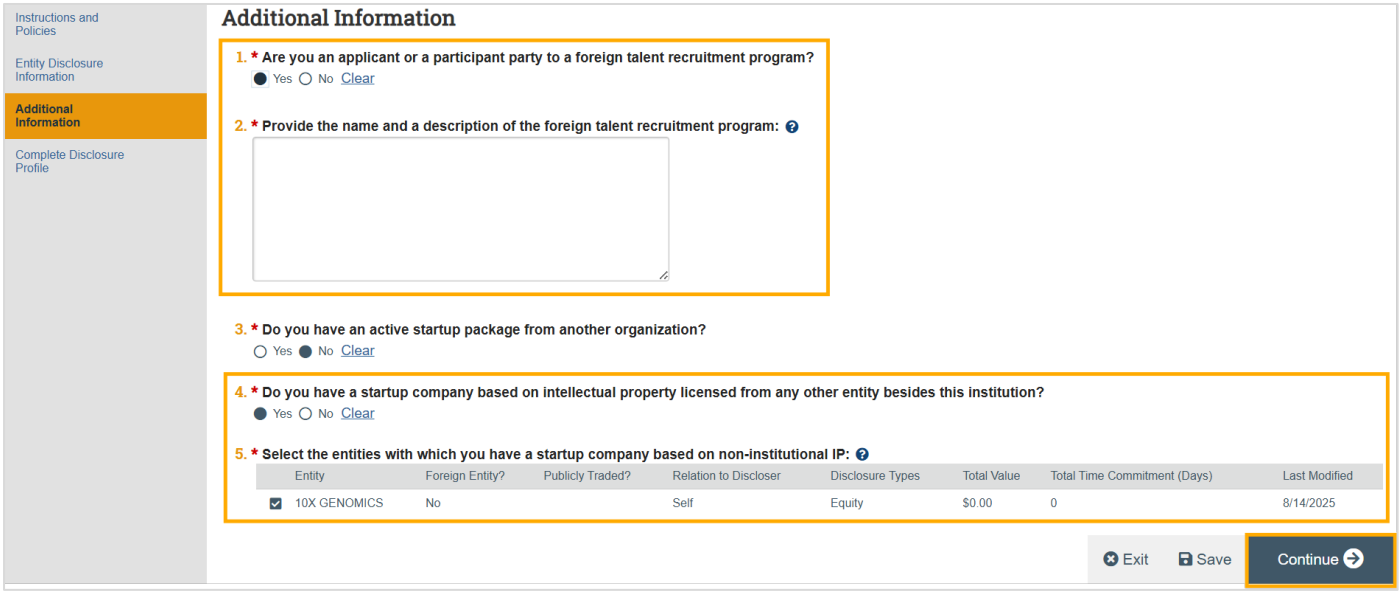




5. **The disclosure you have just created is added to the table. Click Continue to move to the next page.**



6. **This will take you to the Additional Information page. Answer each of the questions. For any question you select "Yes" to, an additional question will appear asking you to provide additional information. Once you complete this form, click Continue to move to the next page.**



7. **This will take you to the Complete Disclosure Profile page, on this page, click Validate to make sure everything is filled out correctly. If there are no errors, click Submit. Verify that all the disclosure information is accurate and current and click OK. You have now submitted a disclosure.**

