COI Form User Guide

2016-2017 Disclosure Period

Current as of 1-1-17

Using a web browser, navigate to the COI Disclosure Form.
https://radapps.duke.edu/coi_form

Login:
Enter your NetID and password to log in to the system.
The COI Form Application uses Shibboleth with Multifactor Authentication (MFA). If you are unsure of your Net ID/password, or need assistance with MFA, please contact the appropriate helpdesk.
DHTS: 919-684-2243
OIT: 919-684-2200
The COI Annual Disclosure Welcome page displays your current disclosure status and identifies your next step in the disclosure process. Follow the instructions on the screen to start entering your disclosure.

You have three training slides to review before entering the form.
The Navigation Menu:
The Navigation Menu serves as a point of reference during the disclosure process. It tracks the status of each section of the disclosure form. Once you have completed all sections of the form, you will be prompted to submit your form.
The Navigation Menu cont’d:

There are two ways to navigate to the various sections of the wizard.

- Click the section names on the Navigation Menu
- Click the Continue and Back buttons as they are made available

Notice: If you submitted a form last year, you will see a link to that form in the bottom right hand corner of the screen. Just click on the link to view last year’s submitted form.
**Demographics:**
On the Demographics page, certain fields will already be pre-populated. You will be required to fill in the remaining fields before submitting.

**Notice:** The Print Preview link, at the top of the page, allows you to look at your form in a printable format. Also notice that fields shaded in **RED** are required. You will not be able to submit your form without completing required fields.
Assessment:

The Assessment page displays a series of questions that must be answered. Your answers to assessment questions will determine the rest of the sections and questions you will receive. Upon completion of the Assessment section, the Continue button will direct you to your next required section.

Notice: Some questions have fields that warrant a description. These are also required fields and you cannot proceed without completing these fields.
**Relationships:**

Based on your previous responses, you will be asked questions to determine if you have a relationship with an entity that is of concern to Duke.

**Definitions**

Use these definitions when answering the questions below:

**Duke** = Duke University and/or Duke University Health System.

**Entity** = an organization that is non-Duke, non-VA, non-POC, non-federal organization (e.g., company, S-corp, start-up, business, non-profit, etc.).

**Qualifying Entity** = an entity that: A) Engages in commerce with Duke (research or on a commercial basis) AND/OR B) could have a financial interest that overlaps with your research, teaching, administrative work, or clinical care. Do not report information if your relationship with the qualifying entity is limited only to research or other work through Duke, e.g., Sponsored Research where Duke and the entity are parties to the contract. You = you or any immediate family member (as applicable).

**Time Period** = did have in calendar year 2015 or anticipate having in calendar year 2016.

**Q1.** Did you or do you anticipate receiving payment(s) from a qualifying entity of $5,000 or more? Please review the definitions above before answering. (e.g., if you are paid by an outside entity through Duke, as opposed to a payment directly to you or through a private contracting agency like Faculty Connection, the payments through Duke are not counted as an outside interest.)
   - Yes
   - No

**Q2.** Did you or do you anticipate having an ownership interest, stock, equity, options, or warrants in a qualifying entity? (There is no need to report ownership of mutual funds.)
   - Yes
   - No

**Q3.** Did you or do you anticipate receiving royalties from a qualifying entity of $5,000 or more?
   - Yes
   - No

**Q4.** Do you spend more than 50% of your time on professional activities external to Duke?
   - Yes
   - No

**Q5.** Are you engaged in making or influencing procurement decisions that involve a qualifying entity?
   - Yes
   - No

**Notice:** If you had relationships with entities last year, and the answers on your form show that you may have a relationship this year, the COI Forms application will pre-populate your COI form with the names of the entities that you listed last year.
Entities:

The Entity page allows you to enter details about your relationship with a specific entity. Special Instructions are provided to help you answer the questions. A standard list of entities is provided for you. You should select an entity from the standard list whenever possible. Once you find your entity in the entity search box, continue to answer questions about that entity.

If you do not see your entity in the list, type the full name and enter the profit or not-for-profit status followed by the public/non-public information.
To delete an entity, use the trashcan icon located in the navigation menu beside the entity name. A button to delete entities is also located at the bottom of the entity page.

*Notice:* Customers can navigate between their companies by clicking on the name in the sub-navigation menu.
**Entities cont’d:**

After adding an entity and answering questions about your relationship, you will be asked if you need to add another entity. To add additional entities you can either click the ‘Add’ link in the navigation menu, or the application will ask you if you need to add another entity before continuing on to the next section.

*Entity Disclosures*

Would you like to disclose another entity?

[No] [Yes]

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**Other Matters:**

The Other Matters page displays additional questions that must be answered. Once you complete this page, the Continue button will take you to the Submit section.

**Submit Form:**

For each completed section, you will see green checkmarks signifying that all sections of the form are complete.
Submit Form cont’d:

Next you will receive verification questions to ensure that you are finished disclosing information. After completing all questions, a button to submit your form will appear. Click this button to submit your COI form.

Once you click submit, you will see a popup window. Click “OK” to attest that all the information you entered is true. Then you will get a status page reporting that the form has been submitted.
Submit Form cont’d

At this point, your form has been submitted.

You have submitted your 2016 - 2017 Conflict of Interest Disclosure.

Receipt Number: 170818

If you wish to return to the starting page, you can print your submission and/or re-file your form.

Thank you.

Returning to the starting page by clicking the provided link will route you back to the page that shows your submission status and your recent form activity. From this screen, you can log out, view your submission, or make changes to your form if needed.

I have already submitted a 2016 - 2017 form, but I need to change something on it.

Work on my form.

Recent Form Activity (2016 - 2017)

Submission 01/04/2017 10:42 AM 🕒