COI Form User Guide

Current as of 1-1-2022

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 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.

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
Links to Logout and the Need Assistance webpage are available in the top right corner of the page.

*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.

*View the form I submitted last year*

*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 information related to COI reporting. Your answer to the question 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.
Assessments

**Instructions:** Duke requires disclosure of any outside interests, activities, or relationships that relate or are similar to your Duke work or area of scholarship. Paid and unpaid activities (including foreign affiliations and employment) should be disclosed. Disclosure should include, but is not limited to the following:

- Salary from goods, employment or other payment for services (e.g., consulting fees, honoraria, editorial boards, speaking engagements, etc.); regardless of amount, except if paid by Duke (your primary employer);
- Royalties (regardless of amount);
- Equity interest in companies (e.g., stock, stock options or other ownership interests) regardless of value;
- Intellectual property (IP) rights (e.g., patents, patent applications, copyrights, and licenses);
- Gifts
- Travel sponsored or reimbursed by industry, for-profit organizations, or international governments;
- Foreign or domestic affiliations with organizations outside of Duke;
- Foreign-government-sponsored talent recruitment programs;
- Positions and professional appointments relevant to your work at Duke, whether full-time, part-time, or voluntary;
- Other significant interests not described above

**Notes:** When in doubt, you are encouraged to err on the side of over-reporting. Annual COI reporting is a requirement of everyone involved in research at Duke. Changes in outside activities or relationships should be reported within 30 days of a change as required by policy. Funding availability can be impacted by failure to disclose.

B.1 Based on the Assessments section of what to disclose, do you have any Outside Interests/Activities to tell us about?

- Yes
- No

What do I need to report on this form:

Duke requires disclosure of any outside interests, activities, or relationships that relate or are similar to your Duke work or area of scholarship. Paid and unpaid activities (including foreign affiliations and employment) should be disclosed. Full disclosure of any and all equity/stock interests (public and private) even if the value is unknown is required. Disclosure is NOT required for the following activities/financial interests:

- Ownership of a share in a mutual fund
- Salary or other remuneration from Duke or another accredited U.S. institution of higher education
- Salary or other remuneration from the U.S. Department of Veterans Affairs or another federal, state, or U.S. local government entity
- A distribution from Private Diagnostic Clinic, PLLC
- Book Royalties

B.1 Based on the information provided above, do you have an outside interest or activity to tell us about?

- Yes
- No

*View the form I submitted last year*
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.

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 Outside Interests dropdown.

Notice: Customers can navigate between their companies by clicking on the name in the sub-navigation menu.
Outside Interests 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.

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 checkmarks signifying that all sections of the form are complete.
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. Read and attest by clicking “Submit Your Form”. 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.

COI Form

You have submitted your 2021 - 2022 Conflict of Interest Disclosure.
Receipt Number: 242111

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 other options, view your submission, or make changes to your form if needed.