



Washington University in St. Louis

Research Management System - Conflict of Interest
Disclosure Entry - Nothing to Disclose
Quick Guide

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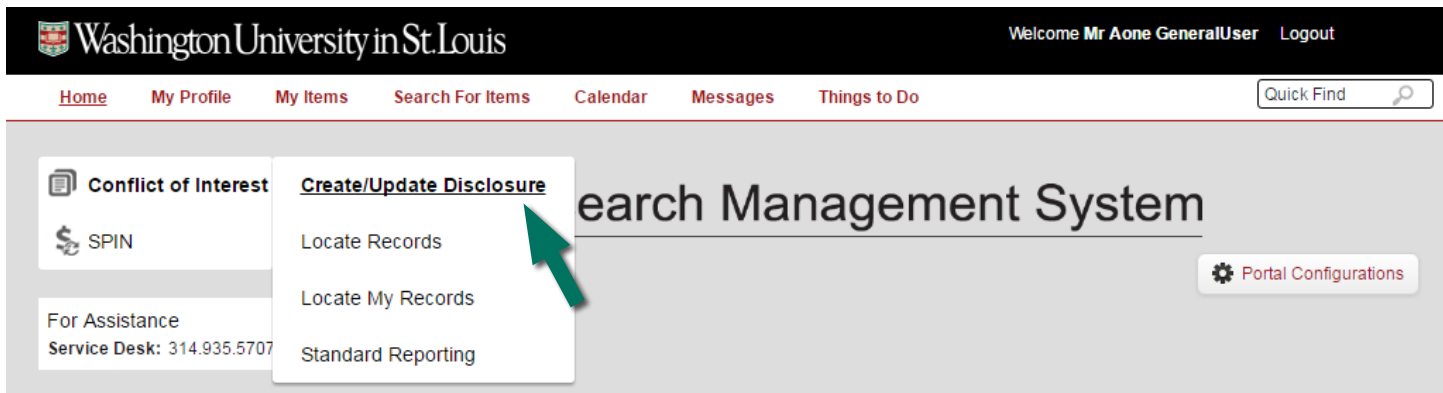
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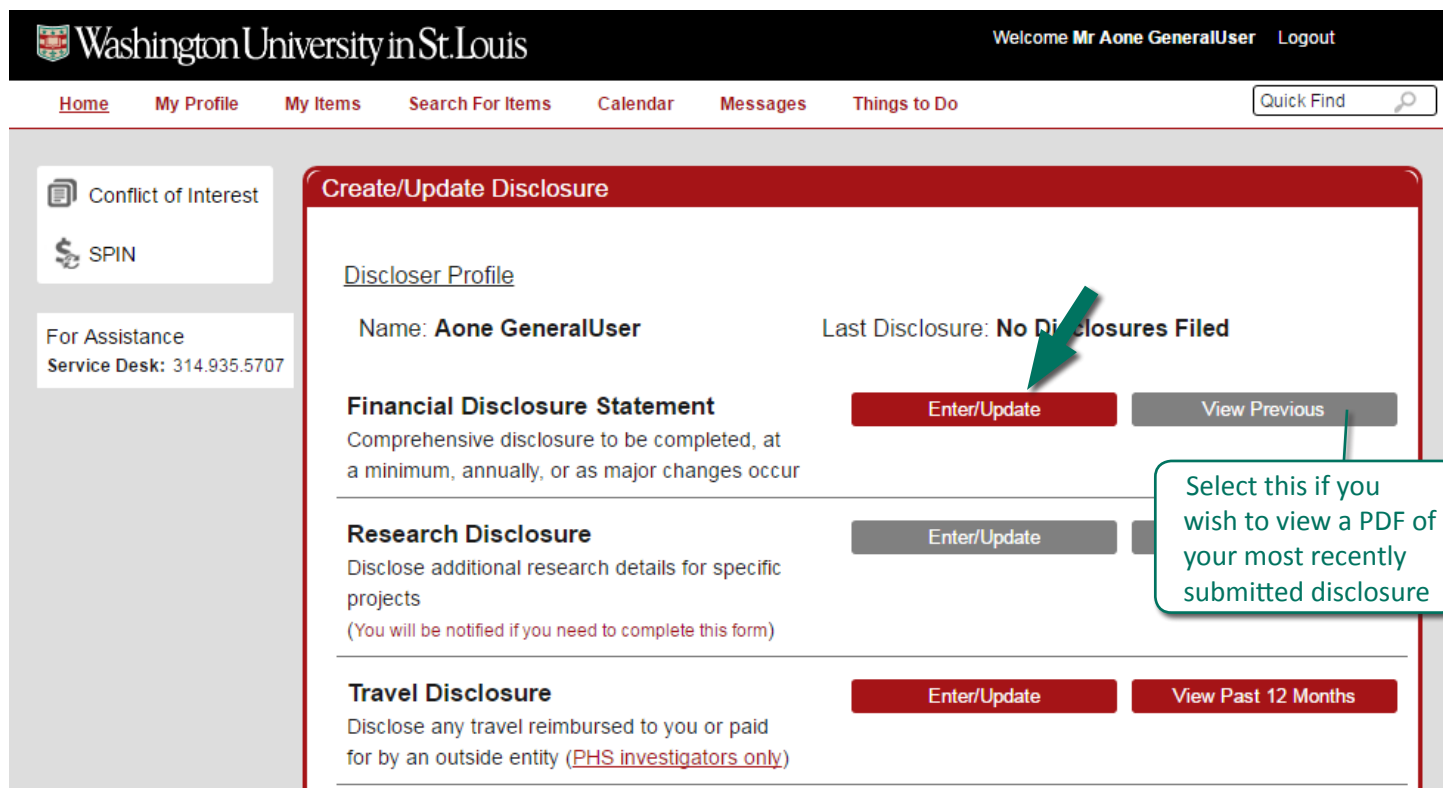
Navigating to the Annual Disclosure Form

You can access the Research Management System at <https://rms.wustl.edu>. Log in with your wustl key.

On the left hand side of the **Home** tab, hover over **Conflict of Interest** and then select **Create/Update Disclosure**.



To begin or update your disclosure, select the **Enter/Update** option in the **Financial Disclosure Statement** section.



A new window will open.

Conflict of Interest Submission

You will be presented with initial questions; A1 and A2. Select the appropriate answers and add any additional comments if needed.

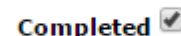
- You should resolve any doubt as to whether or not a financial interest should be reported, in favor of disclosure.



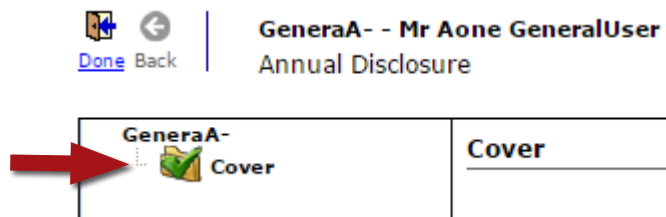
GeneraA - Mr Aone GeneralUser
Annual Disclosure

<p>GeneraA- Cover</p>	<p style="text-align: right;">Completed <input type="checkbox"/></p> <p style="text-align: right;">Quick Guide</p> <p style="text-align: center;"> Washington University in St. Louis Financial Disclosure Statement</p> <p>You are required to disclose all financial interests (regardless of value) for you, your spouse, partner, and dependent child(ren) that appear to be related to your institutional responsibilities.</p> <p>Examples include compensation for consulting, speaking, and product evaluation; royalties for inventions or intellectual property; licensing and product development agreements; and equity.</p> <p>Do not use this form to disclose travel. Travel should be submitted via the travel disclosure eForm.</p> <p>Institutional responsibilities are defined as an individual's professional duties and responsibilities on behalf of the University. These may include, but are not limited to activities such as research or other scholarly inquiry, education, professional practices, clinical activities, administration, institutional committee membership, and service on panels such as internal review boards and data and safety monitoring boards.</p> <p>If you are unsure whether a financial interest is related to your institutional responsibilities, disclose it or contact AskCOI at 314-747-4181.</p> <p>Section A</p> <p>A1. Do you, your spouse, your partner, or your dependent child have any financial relationships, such as the examples outlined above, that may be related to your institutional responsibilities at the University, which have occurred in the past 12 months or you anticipate occurring within the next 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>A2. Are you now or are you likely to participate, within the next 12 months, in a University Continuing Medical Education (CME) activity as a member of a planning committee, speaker, moderator, or author? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Once you are finished with the cover page, check the **Completed** box on the top right.



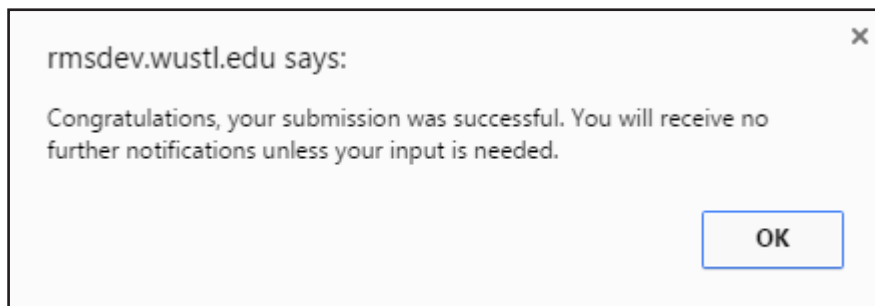
This will automatically save your responses. You will see a green check mark on the Cover folder in the left navigation.



Note: If you need to edit something that has already been marked as Completed, uncheck Completed and you will be able to edit again.

If you answered “No” to question A1, a [Submit](#) button will be available on the bottom right. Select this to complete the disclosure form.

A submission confirmation window will appear.



Once you select [OK](#), you will be returned to the disclosure. On the bottom right of the Cover page, you will see the submitted date and have access to a PDF of your submission.

	<p>I agree to update this information within 30 days if my financial interests change.</p> <p>ADDITIONAL INSTRUCTIONS:</p> <ul style="list-style-type: none"> • Click the completed checkbox in the upper right corner to accept the terms above • Click “Submit” in the bottom right corner to submit your disclosure statement • Once submitted, your disclosure will be saved as a PDF. To view, return to the COI module home page and click “View Previous.” • For help, contact AskCOI at 314-747-4181. <p style="text-align: center;">Click here to provide feedback about the disclosure form</p> <p style="text-align: right;">Submitted Date: 28-Nov-2016 11:45:09 AM </p>
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You may close the disclosure using the [Done](#) button on the top left . You have completed your conflict of interest submission.

Additional Support

COI Website: <https://coi.wustl.edu>

COI Policy Support: Ask COI: (314) 747-4181

Technical Support: Service Desk: (314) 935-5707

The current internet browser requirements to run this software can be found at <https://coi.wustl.edu/faq>.