NUCOI: RESEARCH COI DISCLOSURE IN FASIS - TIP SHEET

Login to the FASIS Portal at https://nupa.northwestern.edu/ with your NETID & password

1. Click on “Conflict of Interest” under My Other FASIS Functions

2. Expand the “COI Training & COI Disclosure” menu bar

Questions? Contact nucoi@northwestern.edu or 847-467-4515
3. On the COI page, there is a Status Grid that allows you to quickly determine whether you are in compliance with training and disclosure requirements.

A “✓” indicates that you are fully in compliance with training and disclosure requirements.

An “X” indicates that you need to complete the task where the “X” appears.

If you have submitted a COI disclosure but there is an “X” next to Sponsored Research Disclosure, it means it has been over 1 year (365 days) since your last disclosure – you should update your disclosure (even if you are acknowledging no change)

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Status</th>
<th>Action</th>
<th>Due Next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Research</td>
<td>X</td>
<td>Complete Training</td>
<td>Now</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disclosure Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Research</td>
<td>X</td>
<td>Submit Disclosure</td>
</tr>
</tbody>
</table>

4. If this is your first time disclosing, you will need to click on “COI Training for Research”

If you are updating your disclosure, proceed to step # 8 in this document.

*Tip!* Make sure your pop-up blocker is turned off, as the disclosure process occurs in a modal window within the Portal.

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5. Open the “Sponsored Research Training PDF” document and review it carefully.

6. “Attest” to having read the document by clicking the button, and then click the link for “Sponsored Research COI Disclosure” to proceed to the disclosure portion.

7. If you have multiple roles in the COI system, you may be asked which disclosure type you would like to complete. In this case, you are completing your “Research Disclosure”
8. Select your reason for disclosure.

If this is your first time disclosing for research, you will have the option of “Initial Disclosure”

If you are updating your disclosure, you may choose between:
- Update Disclosure – New SFI
- Acknowledge No Change
- Update Travel Information

After selecting your reason, click “Continue”

9. Read the Introduction and Instructions for context and guidance. Click the “Next” button at the bottom of the screen to proceed to the questions.

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10. Each question has specific instructions and guidance on what should and should not be disclosed. Answer and proceed through all of the questions (by clicking “Next” at the bottom right of each page) until reaching the final screen for review.
11. Review your answers to each question to ensure that they are correct.

You must then “Sign” AND “Submit” your disclosure to ensure completion of the process.

**Tip!** You may need to scroll down in order to see both the Sign and Submit buttons.

After signing & submitting your disclosure, you will receive a message indicating that the process is now complete, and you can close the modal window.

12. On the main COI page, your Status Grid should now have green checks, indicating that you are in compliance!

Questions? Contact nucoi@northwestern.edu or 847-467-4515
13. If you have any questions, please utilize the references and tips on the portal page that directly link to our website, or contact us at:

nucoi@northwestern.edu
847.467.4515

We are happy to help!