Log in to FASIS with your NetID and password.

https://nupa.northwestern.edu/psp/pa91prod_direct/EMPLOYEE/EMPL/h/?tab=NW_CONFLICT_OF_INTEREST&cmd=login

Tip! Remember to check your phone when you sign in if you signed up for Multi-Factor Authentication.

Select COI Disclosure from the COI Training & COI Disclosure menu.

If you have multiple disclosures, select Annual Faculty Disclosure. Navigate through the pages using the Previous and Next buttons.

Answer each question by clicking the Yes or No radio buttons. Answer the questions and click Save and Return.

Additional Guidance displays helpful hints and examples of what to disclose, and what NOT to disclose.

If you answer “Yes” to any question, a window will pop up to ask for additional information.

For any field that requests an entity name, use the magnifying glass (🔍) to search for the name in a Lookup Window.

Tip: Advanced Lookup allows you to search for any entity that contains a word – this can be useful if the entity starts with “The.”

If the name does not exist in the Lookup Window, simply type the entity in the text box.
If you have more than one entry per question, clicking Add Response will allow you to add an entry. Click the ✍️ to edit your responses, or the ⏏️ to delete it.

Continue through all of the questions by clicking Next.

On the summary page, review your responses to each question.

For each ‘Yes’ response, you can click Show Response to see the details of your answer. If you need to edit your response for any reason, click the Edit button, which will take you directly to that question.

Read the certification statement and click the Sign button to insert your electronic signature.

Click the Submit button to submit your disclosure.

Remember: You have not completed the disclosure process until you submit your disclosure.