

Editing a Submitted Disclosure

1. Log in to eDisclosure: <https://coi.northwestern.edu> with your NetID and password. Go to the “My Disclosures” tab and click the link to your disclosure.

eDisclosure Test

Mary Gold | My Inbox | Logoff

My Action:

Policies
Definitions
System Help

Northwestern

Welcome!

Annually, **Staff** members are required to complete a **Conflict of Interest** (COI) disclosure. The external interests and activities disclosed by **Staff** in the COI questionnaire are assessed to determine whether or not they could potentially interfere with or detract from one's University obligations and responsibilities.

COI disclosure requirements and the procedures for handling potential conflicts of interest are outlined in the University's **Conflict of Interest and Conflict of Commitment** policy.

External interests and activities are not prohibited, but they must be assessed to ensure that the integrity of University activities is not negatively impacted in cases where a relationship could present a potential or actual **Conflict of Interest**. A "Yes" response to the COI questionnaire does not necessarily mean a COI exists. However, without complete disclosure of the facts, a fair and reasonable assessment of an individual's situation cannot be made. It is the University's obligation to determine if the disclosed interests could directly or significantly affect University responsibilities or interests and, if so, how to manage, reduce, or eliminate the identified conflict.

Disclosure responses are confidential and are reviewed by a **Staff** member's manager, the Staff COI Committee, and very few others who have a specific need to know.

Thank you in advance for your cooperation.

Description of tabs below:

Inbox: Item(s) requiring your action.
My Relationships: Details of your relationships currently on file with your institution(s) from your most recently submitted disclosure(s).
My Disclosures: Record of any disclosure activities completed or in progress in this system (effective February 15, 2016).

Inbox My Relationships **My Disclosures**

Name	Modified Date	Disclosure Status
Annual Disclosure for Mary Gold 2015	2/29/2016 7:32 PM	Under Review

2. On the left-hand menu, select “Edit Submitted Disclosure”

eDisclosure Test

Mary Gold | My Inbox | Logoff

Disclosure Status

Under Review

Actions

View
View/Print

Edit Submitted Disclosure
Log Comment

Thank you!

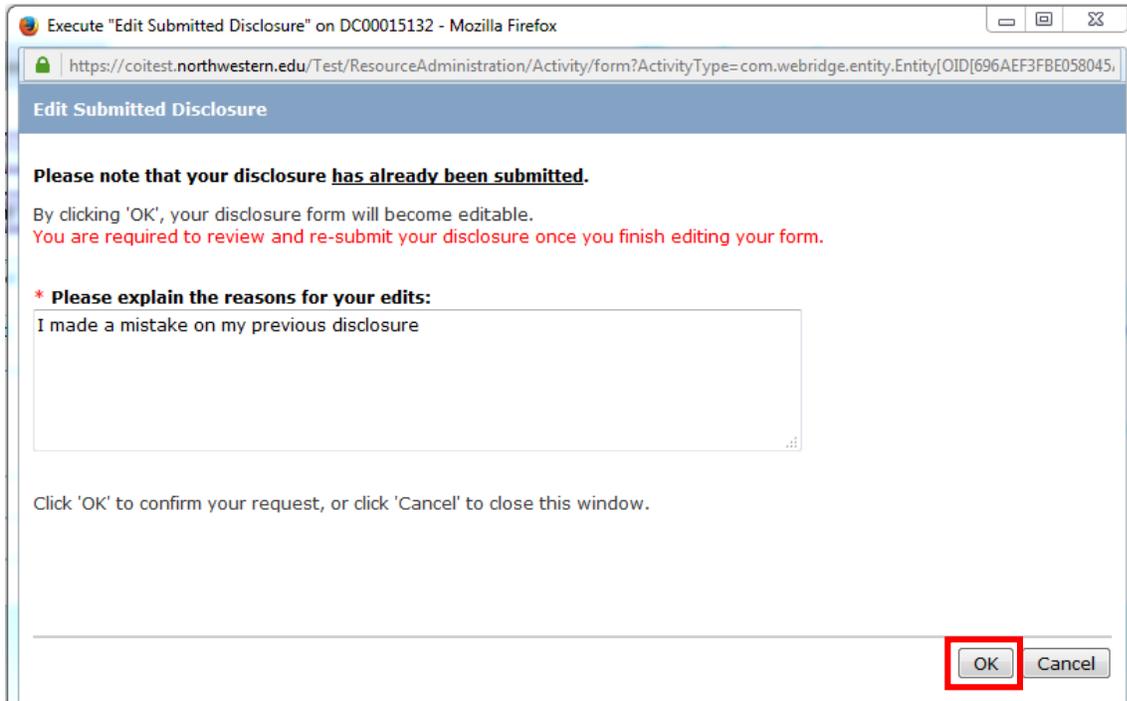
Your disclosure has been **successfully submitted.**

History

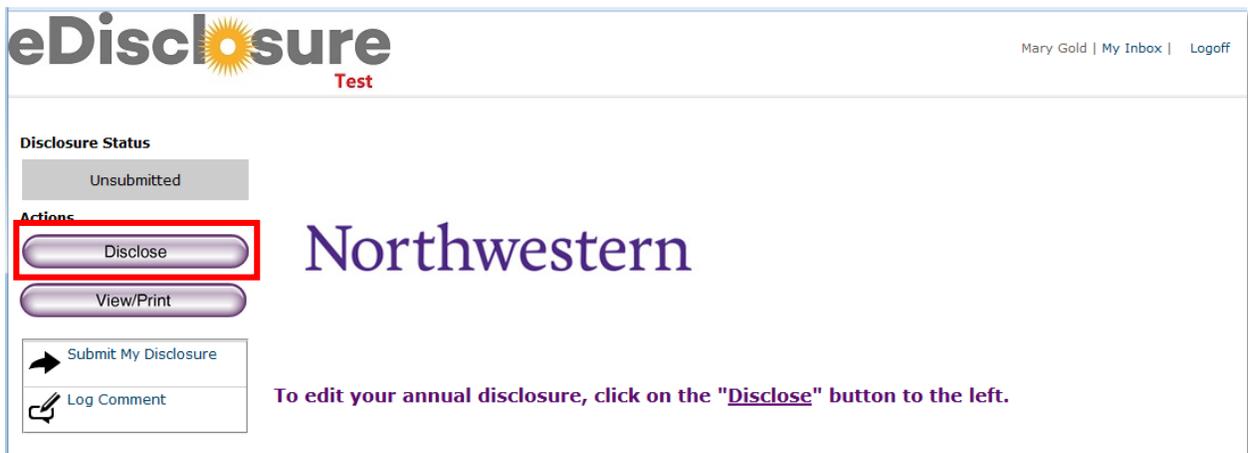
Activity	Author	Activity Date
← Changes Requested	Booth, Kathleen Cosgrove	2/15/2016 4:31 PM
→ Disclosure Submitted	Gold, Mary	2/14/2016 12:41 PM

Please submit changes.

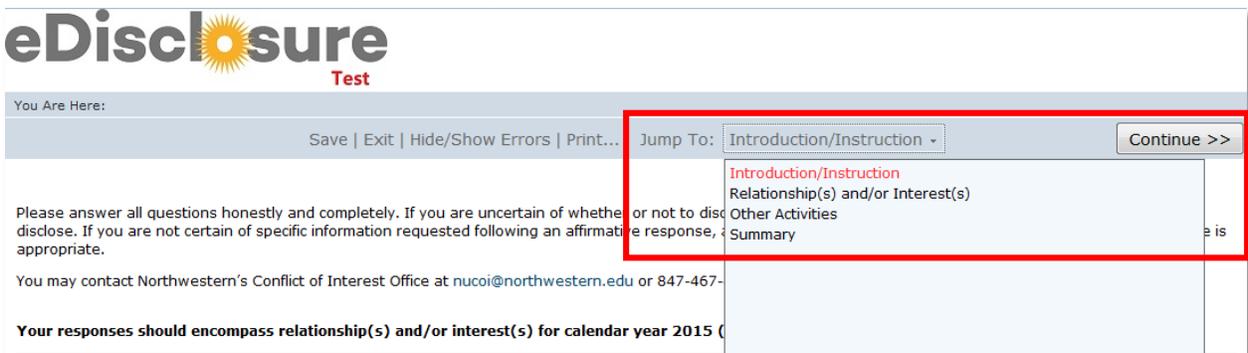
3. Provide an explanation as to why you are editing a submitted disclosure and click "Ok"



4. Then select "Disclose" to enter your disclosure



5. Navigate through your disclosure using either the "Continue" and "Previous Page" buttons, or the "Jump To:" menu at the top to reach the question(s) you would like to edit.



6. If you need to change a “Yes” answer to a “No”, first click “Clear” which will clear any previous data, allowing you to then select “No”. If you are changing a “Yes” answer to a “No”, you may simply click “Yes”.

* Are there any other activities, relationships and/or interests not specified in the previous questions that you would like to disclose in the interest of full transparency, and/or, do you anticipate any changes in the current academic year, that would lead you to answer “yes” to any of the previous questions that you did not answer affirmatively?

Yes No [Clear](#)

* If yes, provide explanation of activity, relationship and/or interest:
More information.

<< Previous Page Save | Exit | Hide/Show Errors | Print... | Jump To: Other Activities - [Continue >>](#)

7. After you’ve made your changes, go to the Summary Page at the end, and click “Finish”

eDisclosure Test

You Are Here:

<< Previous Page Save | Exit | Hide/Show Errors | Print... | Jump To: Summary - [Finish](#)

Mary Gold: Summary

If you wish to [review, edit, or confirm your disclosure at a later time](#), click the “Finish” button located at the top or the bottom section of the form.
Note: Clicking the “Finish” button [saves, but does not submit](#), your disclosure.

If you wish to [view or print a copy of your disclosure](#), click the “View/Print” button below:

[View/Print](#)

For technical assistance or disclosure support, please contact the Conflict of Interest Office at 847-467-4515 or nucoi@northwestern.edu.

<< Previous Page Save | Exit | Hide/Show Errors | Print... | Jump To: Summary - [Finish](#)

8. Then, click “Submit Disclosure” on the left menu to submit, and you are done!

eDisclosure Test

Mary Gold | My Inbox | [Logout](#)

Disclosure Status

Unsubmitted

Actions

[Disclose](#)

[View/Print](#)

[Submit My Disclosure](#)

[Log Comment](#)

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To edit your annual disclosure, click on the “[Disclose](#)” button to the left.