

To view a previously submitted COI disclosure:

- Log in to <https://coi.northwestern.edu> with your NetID and password
  - From the My Home Tab, select Discloser Page on the top left
  - Scroll down to the tabs shown below, and select My Disclosures

## Northwestern

Welcome!

Annually, staff members are required to complete a conflict of interest (COI) disclosure. The external interests and activities disclosed are assessed to determine whether or not they could potentially interfere with or detract from one's Northwestern obligations and responsibilities. A "Yes" response in this disclosure does not necessarily mean a COI exists. However, without complete disclosure of the facts, a fair and reasonable assessment of a situation cannot be made. It is Northwestern's obligation to determine whether or not disclosed interests and activities could directly or significantly affect University responsibilities or interests and, if so, how to manage, reduce, or eliminate the identified conflict.

COI disclosure requirements and the procedures for handling potential Conflicts of Interest are outlined in the *University's Policy on Conflict of Interest and Conflict of Commitment*.

Northwestern expects its community to perform activities on behalf of the university with the highest degree of integrity and free from actual or perceived bias resulting from personal interests or relationships.

Key standards supporting this expectation include:

- Faculty and staff should not allow outside activities or outside financial interests to interfere with their fundamental obligation to act in the best interests of Northwestern.
- Faculty and staff are expected to apply their time and effort appropriately and to use Northwestern resources toward university ends.
- Faculty and staff should avoid engaging in transactions or relationships with vendors or potential vendors that might influence or appear to influence Northwestern purchasing decisions.
- Faculty and staff must not participate in making a decision for Northwestern if his or her personal interest, professional interest, or economic gain may be directly or indirectly influenced or affected by the outcome.
- External Financial Interests and relationships that require disclosure, as well as any potential or actual Conflicts of Interest, must be disclosed to Northwestern.

While this disclosure process occurs only annually for many, please ensure that you are aware of your ongoing responsibilities as outlined in Northwestern's *Policy on Conflict of Interest and Conflict of Commitment*, *Standards of Business Conduct*, and *Purchasing and Payment Policy and Procedures* with respect to Conflict of Interest. Staff disclosure responses are confidential and are reviewed by a staff member's manager, the Staff COI Committee, and very few others who have specific need to know.

Thank you in advance for your cooperation.

### Description of tabs below:

**Inbox:** Item(s) requiring your action.

**My Relationships:** If you listed any entities under the Relationship(s) and/or Interest(s) page on your most recently submitted disclosure they will be noted here.

*Note: This is not a comprehensive record of your responses to all questions.*

**My Disclosures:** This tab notes the type (e.g., Annual or Update), date, time, and status of any previously submitted disclosures (effective February 15, 2016).


*Note: If you completed your annual disclosure using a different system previously, or if this is your initial login, no records will be noted here.*


Inbox


My Relationships

My Disclosures

Reports

Filter by 

Name 



+ Add Filter

✕ Clear All

Name	Date Modified	State
Update to Emily Updegraff's disclosures 5.2.2016	10/12/2019 1:31 AM	Disclosure Updated

- Click on the desired disclosure from the listed disclosures
- On the next screen, select View Disclosure from the left menu
- In the pop-up window that appears, click View Disclosure

### Disclosure Status

Disclosure Updated

View/Print

View Disclosure

Provide System Feedback

Administration

Record LCH Research Review

Visible to admin:

Discloser: Emily Updegraff  
Snapshot: View  
Roles: There are no items to display  
Affiliates: Category Name  
Admin Unit: Office of the COO  
Department: Conflict of Interest  
Last COI Training Date: 8/18/2025

Activity History

Relationships By Entity

Review History