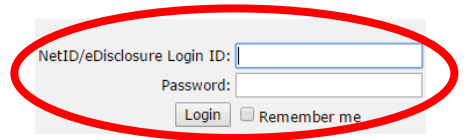
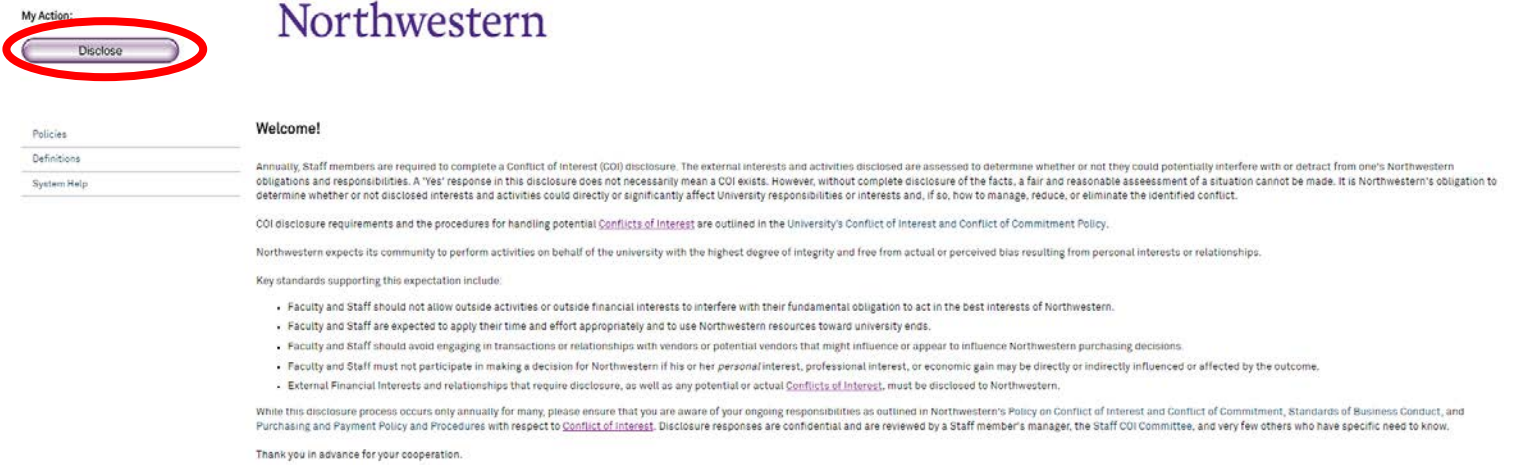


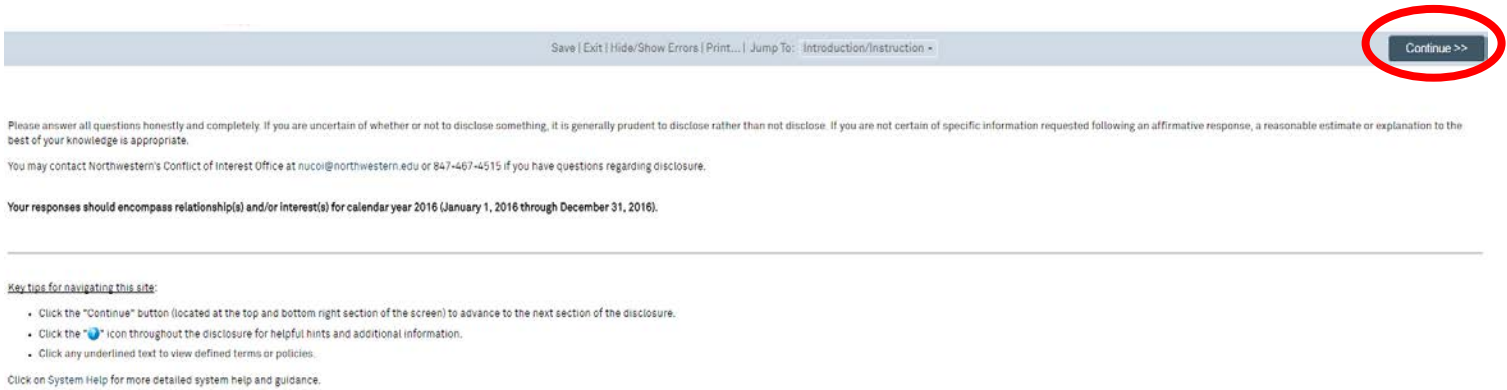
1. Open your 2/1/17 *Go-Live* email and log in to the *eDisclosure* system with your Northwestern NetID (or *eDisclosure* ID) and password, then click **'Login'**.



2. Review the information and resources on the **'Welcome'** page. Click the **'Disclose'** button to begin your disclosure.



3. The **'Introduction/Instructions'** page provides some key information and tips for navigating the site. Click **'Continue'**.



4. The **'Relationships/Interests'** page asks you to respond, via **'Yes'** or **'No'** selection, whether or not you have external relationships and/or interests meeting the disclosure criteria.

Northwestern must understand personal relationships and interests **Staff** members have with companies that conduct business with the university. During the previous calendar year, did any of the following apply to you or your **Immediate Family Member** with respect to your **Institutional Responsibilities**?

- Relationship with or Financial Interests in an **Entity** that conducts business with Northwestern?
- Provided or received individual gifts, goods, or funds to, or from any **Entity** that conducts business with, or is in the process of seeking business with, Northwestern?

Yes No [Clear](#)

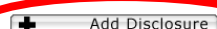
5. If you do not have anything to disclose in response to this question, select **'No'**. Click **'Continue'**. If you do have something to disclose, select **'Yes'**, and an option will appear for you to **'Add Disclosure'**. Click **'Continue'**.

Yes No [Clear](#)

If **YES**, please disclose the **Entity** with which you or your **Immediate Family Member** had a relationship and/or interest.

Adding new disclosures or modifying/removing existing disclosures: 

To add a new relationship and/or interest, click the "Add Disclosure" button below.



6. Upon indicating that you have a relationship and/or interest to disclose, you will identify the entity (i.e. company/organization name) with whom the relationship and/or interest exists. Start typing the name of the entity in the box, and selections will appear in a drop-down menu list. Upon locating your entity name, select it, click 'Select', and then click 'OK' to continue. If you do not locate the entity name in the menu, you can type in the entity name in the second box.

Create New Disclosure

Select the **Entity** with which you have relationship(s) and/or interest(s) by either typing the name of the **Entity** in the box below and selecting the appropriate **Entity** from the list that appears, or by clicking the "Select..." button to search for and choose the **Entity** from the list that appears and then clicking "OK":

K&L Gates, LLP

If you are unable to find the **Entity**, please enter as text below:

Please click "OK" to select the **Entity** entered above, or click "Cancel" to exit this window.

7. Having selected the name of the entity with which you have a relationship and/or interest to disclose (e.g., K&L Gates, LLP.), you are now asked more information about the nature of the relationship and/or interest. You may see more or less options than what appears in the screen shot example below, depending on your role. Check as many that apply. If you are not certain what something means or what is being asked, click the '?' icon for guidance/more information. Make your selections and click 'Continue'.

Save | Exit | Hide/Show Errors | Print... | Jump To: Disclosures For this Entity >

Kavita Staff: Relationship and/or Interest with **K&L Gates, LLP**

You have indicated that you or an **Immediate Family Member** had a relationship and/or interest with K&L Gates, LLP

* Describe your (or your **Immediate Family Member**'s) relationship and/or interest with this **Entity**. (Check ANY AND ALL that apply):

- Payment(s) For Services (e.g., consulting, speaking, honoraria, employment, etc.)
- Ownership or Equity Interest(s)
- Provided or Received Individual Gift(s), Good(s), Fund(s) to or from Entities that Conduct Business with Northwestern
- Other Activities

Save | Exit | Hide/Show Errors | Print... | Jump To: Disclosures For this Entity >

8. Identify whether the relationship and/or interest with the entity is for yourself or an immediate family member (or both).

Self

Immediate Family Member

9. For each type of relationship you have identified with the entity, you will be asked to provide additional information. Enter the information requested, and then click 'Continue'.

<< Previous Page

Save | Exit | Hide/Show Errors | Print... | Jump To: Ownership or Equity Interest(s) >

Kavita Staff: **K&L Gates, LLP - Ownership or Equity Interest**

* Individual with Interest:

- Self
- Immediate Family Member

Response Fields: **Immediate Family Member**

* If **Immediate Family Member(s)**, describe all such relationship(s) (e.g., my spouse, my siblings, etc.):

spouse

* Type of ownership:

- Stock purchased on open market
- Founder's shares
- Stock options
- Other

* If other, describe:

Ownership

Additional Information:

My spouse owns a business that conducts business with Northwestern

<< Previous Page

Save | Exit | Hide/Show Errors | Print... | Jump To: Ownership or Equity Interest(s) >

Provide the additional information required by your response

10. You will see a summary table of your relationships/interests disclosed with this particular entity. If you need to make edits, click 'Previous Page'. If you are done disclosing for this entity, click 'Return to Relationships Page'.

Kavita Staff: K&L Gates, LLP - Disclosure Summary

Click "Return to Relationships Page" if you wish to complete and finalize your relationship(s) and/or interest(s) for this Entity.

Upon clicking "Return to Relationships Page", you will be taken back to the main "Relationship(s) and/or Interest(s)" page, where you will be able to click the "Add Disclosure" button to disclose additional Entities with which you have relationship(s) and/or interest(s), or you will be able to click the "Continue" button (located at the top and bottom right section of the screen) to advance to the next section of the disclosure.

Relationship/Activity	Value	Individual with Interest
Payment(s) for Services	No Disclosure	No Disclosure
Ownership or Equity Interest(s)	N/A	Immediate Family Member
Provided / Received Gift(s)	No Disclosure	No Disclosure
Other Activities	No Disclosure	No Disclosure
Total Value	\$0.00	

<< Previous Page Return to Relationships Page >>

11. You are back on the main 'Relationships and/or Interests' page. You will see the disclosure you entered in the table at the bottom of the page. You have the opportunity to add additional relationships and/or interests with additional entities by clicking 'Add Disclosure' and repeating step #s 6-10 for as many external entities for which you have relationships and/or interest to disclose. Once you are done adding disclosures for different entities, click 'Continue'.

Kavita Staff: Relationship(s) and/or Interest(s)

Northwestern must understand personal relationships and interests Staff members have with companies that conduct business with the university. During the previous calendar year, did any of the following apply to you or your Immediate Family Member with respect to your Institutional Responsibilities?

- Relationship with or Financial Interests in an Entity that conducts business with Northwestern?
- Provided or received individual gifts, goods, or funds to, or from any Entity that conducts business with, or is in the process of seeking business with, Northwestern?

Yes No Clear

If YES, please disclose the Entity with which you or your Immediate Family Member had a relationship and/or interest.

Adding new disclosures or modifying/removing existing disclosures:

To add a new relationship and/or interest, click the "Add Disclosure" button below.

+ Add Disclosure

New or Modified Relationship(s) and/or Interest(s):

Please review the relationship(s) and/or interest(s) below. If the relationship no longer exists, click the "X" icon under the "Remove" column. If the relationship is still applicable, click the "Edit" icon under:

View/Edit	Remove	Entity	Relationship(s)/Interest(s)
		K&L Gates, LLP	Ownership or Equity Interest(s)

<< Previous Page Continue >>

Click 'Add Disclosure' if you have another external entity (i.e. another company) for which you need to disclose relationships/interests.

This table displays the disclosure(s) you have already entered. You may edit the disclosure already made by clicking the 'Edit' button, or remove it by clicking the 'X' icon.

13. You will be asked a few additional questions that are broader and not necessarily tied to specific external entities. Respond 'Yes' or 'No' to each question and provide information as required for 'Yes' responses. Click 'Continue'.

Kavita Staff: Relationship(s) and/or Interest(s) - Other Activities

* Northwestern expects its resources to be used for university purposes. During the previous calendar year, did you use Northwestern resources (equipment, space, supplies or your paid work time other than incidental interruption) in performing paid or volunteer activity for entities other than Northwestern or its affiliates?

Yes No Clear

* Northwestern must ensure that decisions about university funding or assistance are not impacted by personal relationships or interests. At any time during fiscal year 2016 (September 1, 2015 through August 31, 2016), did you participate in the selection of any University grant or other similar assistance to (i) yourself, (ii) any Family Member, or (iii) any Entity that you or a Family Member own directly or indirectly, individually or collectively, more than 35% interest in?

Yes No Clear

* 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 year, that would lead you to answer "yes" to any of the previous questions that you did not answer affirmatively?

Yes No Clear

<< Previous Page Continue >>

14. You have reached the 'Submit' page! Submit your disclosure by clicking the 'Submit My Disclosure' button. To save your disclosure but not submit it, click 'Save as Draft'. To view and/or print your entire completed disclosure, click 'View/Print'.

Kavita Staff: Submit Disclosure

If you wish to review, edit, or confirm your disclosure at a later time, click the "Save As Draft" button below:

Save As Draft

If you wish to complete and finalize your disclosure as of this date, click the "Submit My Disclosure" button below:

Submit My 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.

Please note that clicking the "Save As Draft" button saves, but does not submit, your disclosure.