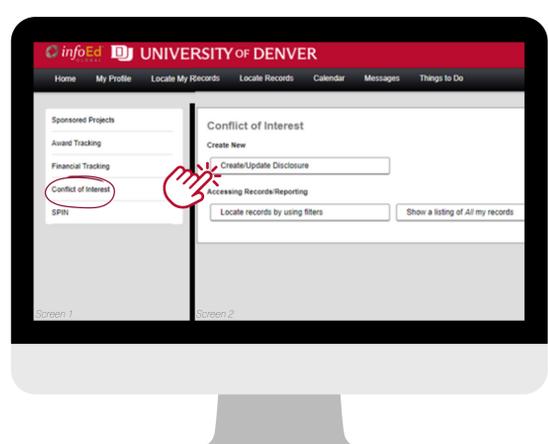


# Completing Your Financial Conflict of Interest (FCOI) Disclosure Form in InfoEd

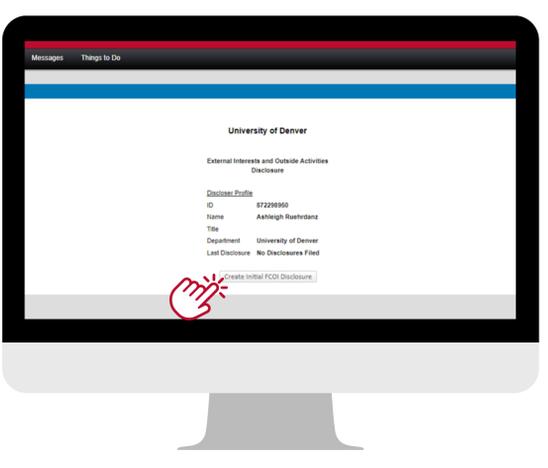
Approximate time to complete: 10 minutes or less  
Total number of steps: 9



1

From your InfoEd home screen, click the "Conflict of Interest" menu option on the left-hand menu.

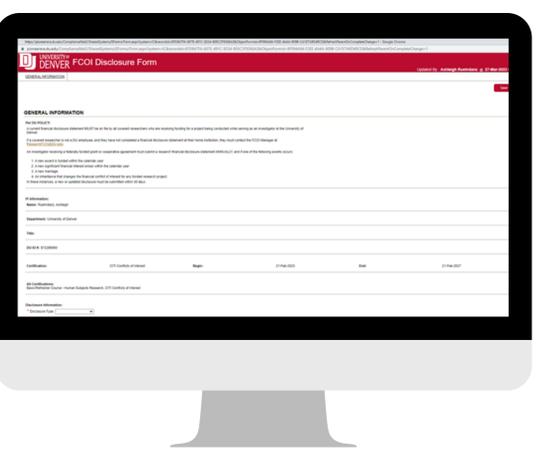
On the following screen, click "Create/Update Disclosure"



2

Click "Create/Update Disclosure" Button.

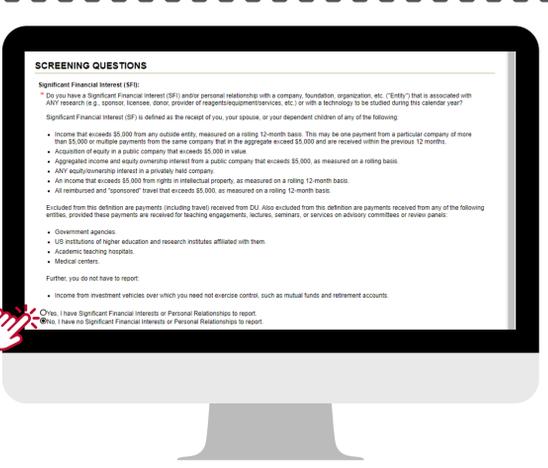
Please note: if you have previously started a disclosure, you will see a different option to "Edit/Submit FCOI" instead.



3

The FCOI Disclosure Form will open in the form of a pop-up window. You will then be given "General Information" about the form.

At the bottom of this screen, you will select the appropriate disclosure type from the drop-down menu and then click the "Next" button on the top of the screen.

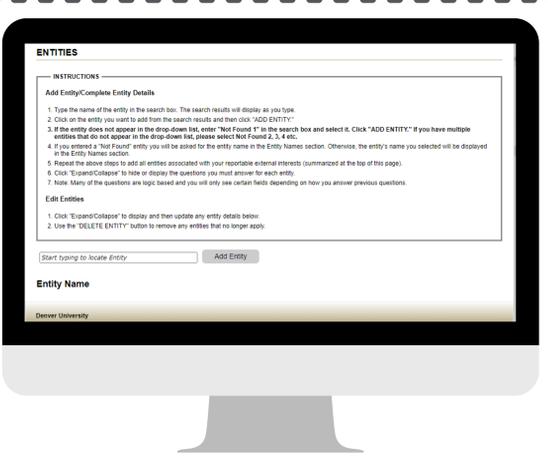


4

Next, you will be given information about what constitutes a Significant Financial Interest (SFI).

Choose the appropriate selection based on your situation. Either "Yes" or "No" then click the "Next" button on the top of the screen.

*If you select "No" please skip to step #8.*

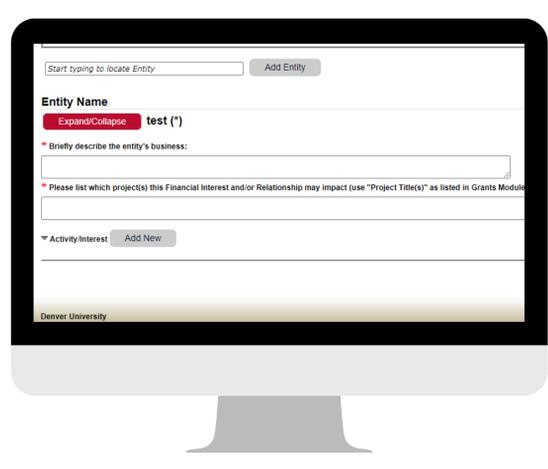


5

Enter information about your SFIs.

Begin typing in the name of your entity. If your entity does not populate, type in "Not Found" from the drop-down menu and follow the instructions at the top of the screen.

Click the "Next" button at the top of the screen.

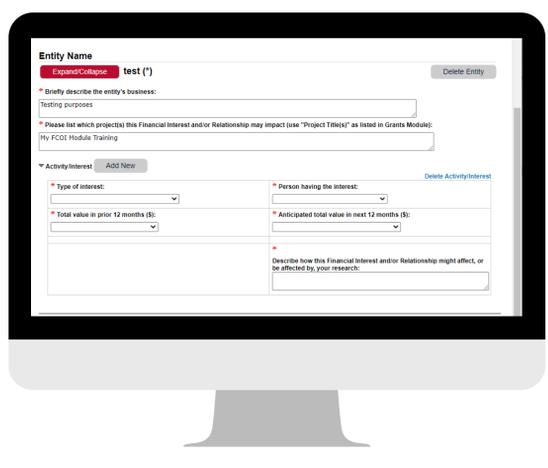


6

Describe the entity's business.

List any active projects that this SFI or relationship may impact using the Project Title as it is listed in InfoEd's Grants Module.

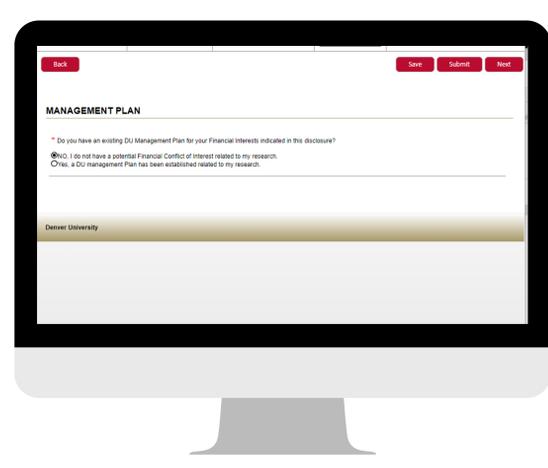
Click the "Next" button at the top of the screen.



7

Click on the "Activity/Interest" dropdown and complete the required fields.

Click the "Next" button at the top of the screen.

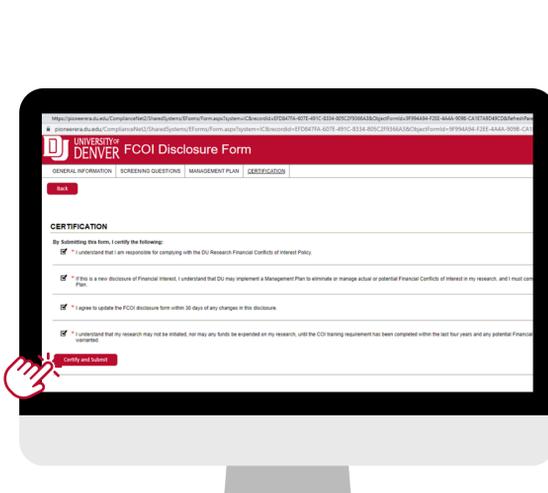


8

Select whether you have an existing DU Management Plan for your SFI.

If you select "Yes" please enter the required information.

Click the "Next" button at the top of the screen.



9

Click each of the checkboxes to certify your understanding and agreement to the disclosure terms.

Click the "Certify and Submit" button.

The completed "Certification" screen will appear. At this point, you can close this window using the "X" at the top of the screen.