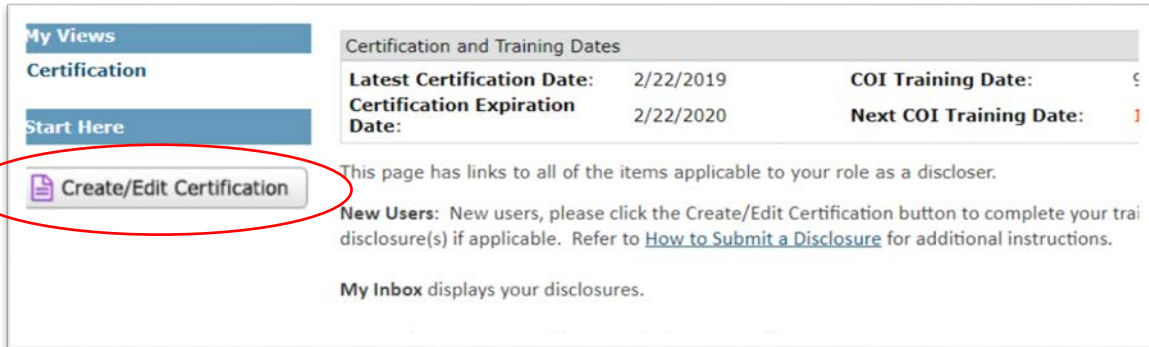


How to submit a disclosure

1. Click "Create/Edit Certification":



The screenshot shows a dashboard with a sidebar on the left containing 'My Views', 'Certification', and 'Start Here'. The main content area is titled 'Certification and Training Dates' and contains a table with the following data:

Certification and Training Dates		
Latest Certification Date:	2/22/2019	COI Training Date:
Certification Expiration Date:	2/22/2020	Next COI Training Date:

Below the table, there is a button labeled 'Create/Edit Certification' which is circled in red. To the right of the button, there is text explaining that the page has links to all items applicable to the user's role as a discloser. Below this text, there is a section for 'New Users' and a section for 'My Inbox'.

2. Read "What To Disclose Page" and answer questions:



The screenshot shows the title 'Disclosure Update for CICILI BROWN : What to Disclose'. Below the title, there is a paragraph of text explaining that PHS regulations require disclosure by the Investigator of the Significant Financial Interests of the Investigator and, except for travel, the Significant Financial Interests of the Investigator's spouse or registered domestic partner, or dependent children that:

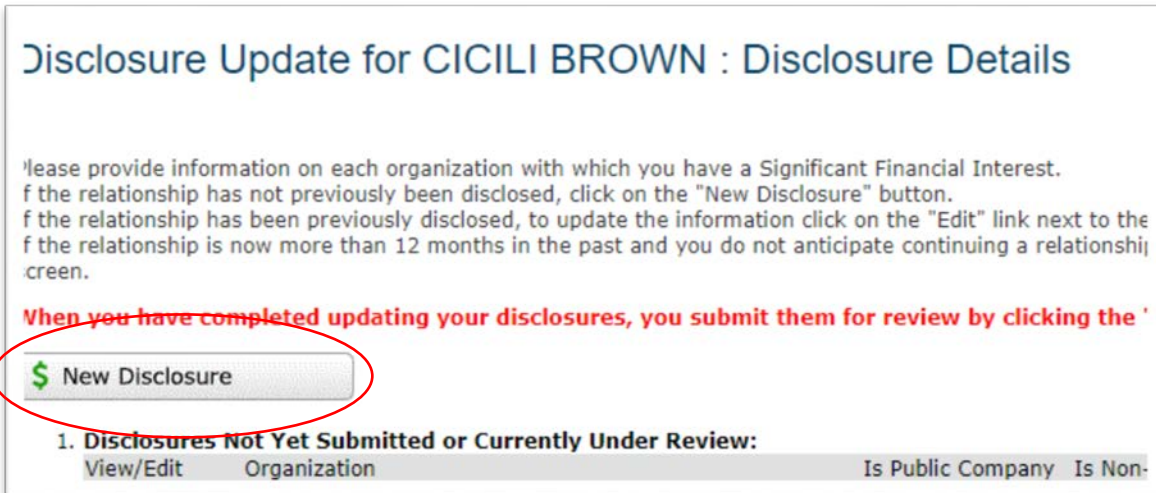


The screenshot shows two survey questions, both of which are circled in red:

- * Do you, your spouse or registered domestic partner, or dependent children have any financial interests as defined above?
 Yes No [Clear](#)
- * Are you an Investigator on any active awards funded by research sponsors that require compliance with these PHS regulations?
 Yes No [Clear](#)

3. Click "Continue".

4. Choose "New Disclosure":



The screenshot shows the title 'Disclosure Update for CICILI BROWN : Disclosure Details'. Below the title, there is a paragraph of text explaining that the user should provide information on each organization with which they have a Significant Financial Interest. If the relationship has not previously been disclosed, the user should click on the "New Disclosure" button. If the relationship has been previously disclosed, the user should click on the "Edit" link next to the information. If the relationship is now more than 12 months in the past and the user does not anticipate continuing a relationship, the user should click on the "Delete" link.

When you have completed updating your disclosures, you submit them for review by clicking the ' **New Disclosure** button, which is circled in red.

Below the button, there is a section titled '1. Disclosures Not Yet Submitted or Currently Under Review:' with a table that has the following columns: View/Edit, Organization, Is Public Company, and Is Non-.

5. Once the new disclosure has been submitted make sure to click "Finish" on the "Disclosure Details" page:



or

