

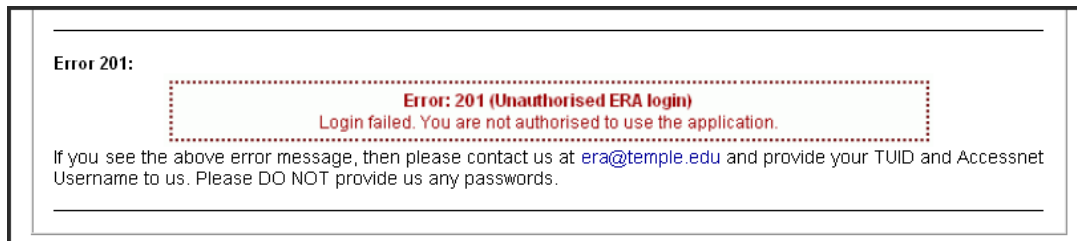
For Investigator - How to Create/Update your COI Disclosure in eRA@TU (Detailed Version)



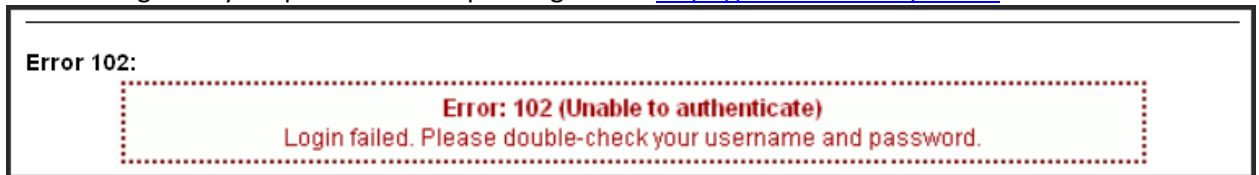
As an Investigator, you will follow the steps below to create your COI disclosure in eRA@TU.

Here is the step by step instruction:

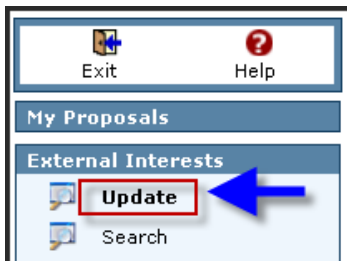
1. Login to eRA@TU portal - https://era.temple.edu/tu_login/login.asp using your accessnet ID and TUsecur password (same as your TU mail login).
 - a. If you see **Error 201** when you try to login to eRA@TU, please contact us at era@temple.edu with the request of the COI disclosure account setup in the subject and provide your TUID or AccessNet ID in the email.



- b. If you see **Error 102**, please double check your AccessNet ID and TUsecur Password. If you have difficulties or have forgotten your password then please go here: <https://accounts.temple.edu>



2. Click on **External Interests** tab on the left hand navigation pane → then Click on **Update**.



3. You will see your disclosure profile populated. Click on **Create Initial Disclosure** to fill out the disclosure eform.

Temple University

External Interests and Outside Activities Disclosure

Discloser Profile

ID

912340130

Name

Ming-Hui Chou

Title

eRA Training Specialist

Department

TUSM:RADIOLOGY (05410)

Division

RADIOLOGY (0541)

Last Disclosure

Create Initial Disclosure

4. If you haven't completed the disclosure and logoff eRA@TU, you will click on **"Edit/Submit Current Disclosure"** to complete the eform next time when you login.

Temple University

External Interests and Outside Activities Disclosure

Discloser Profile

ID 912340130

Name Ming-Hui Chou

Title eRA Training Specialist

Department TUSM: RADIOLOGY (05410)

Division RADIOLOGY (0541)

Last Disclosure None on file

[Edit/Submit Current Disclosure](#)

5. If you need to recertify COI disclosure, you will click on **Recertify or Update Disclosure**. You can click on **View Last Disclosure** to review your previous disclosure eform.

Temple University

External Interests and Outside Activities Disclosure

Discloser Profile

ID 912340130

Name Ming-Hui Chou

Title eRA Training Specialist

Department TUSM: RADIOLOGY (05410)

Division RADIOLOGY (0541)

Last Disclosure Tuesday, August 14, 2012

[View Last Disclosure](#) [Recertify or Update Disclosure](#)

6. An eform will open for you to fill out. First, you will see the **Introduction Page**.
- The **bold** fonts indicate your current page.
 - You can jump to different page and complete it using the **Navigation bar** on the top of the eform.
 - Read through the instructions on this page and then click on **Submit** button to complete this page.

555555560 - Ming-Hui Chou
COI Disclosure Form 6/2012

Introduction Page

Navigation Bar

TEMPLE UNIVERSITY **Conflict of Interest**

Conflict of Interest and Commitment Disclosure Form

Intro Page

Welcome to the Temple University Conflict of Interest and Commitment Disclosure Form.

If you are NOT a member (faculty or non-faculty) in the School of Medicine, this section applies:

You are being asked to complete this financial disclosure form because you are applying for a Public Health Service / National Institutes of Health grant, have received a notice of award, are submitting your annual disclosure or are reporting an update to a previous disclosure. This form enables you to meet regulatory requirements and Temple University Policy regarding disclosures for Financial Conflicts of Interest in Research. If you are a faculty or non-faculty member in the following schools: Maurice H. Kimmel School of Dentistry, School of Pharmacy, School of Podiatric Medicine, College of Health Professions and Social Work, then the School of Medicine COI office will be handling your disclosure. For questions directed to the School of Medicine COI office, please call (xxx-xxx-xxxx) and ask for the Associate Director of COI. All other schools beside the School of Medicine will be handled by the Main Campus COI office. For questions directed to the Main Campus COI office, please call (xxx-xxx-xxxx) and ask for (Tiffany's title).

If you are a member (faculty or non-faculty) in the School of Medicine, this section applies:

You are being asked to complete this financial disclosure form because you are applying for or have extramural research funding, for which an initial, annual or update disclosure form is required per regulatory requirements and Temple University Policy regarding Financial Conflicts of Interest in Research, or because you are completing your annual disclosure required by the TUSM COI Procedure and Policy Statements. This single disclosure form enables you to meet the disclosure requirements of both Public Health Service regulation on Financial Conflict of Interest in Research, and the TUSM Procedure and Policy Statements on Conflict of Commitment and Conflict of Interest. As a reminder, TUSM requires that all TUSM faculty disclose all travel and time spent away from Temple when related to your institutional responsibilities. The School of Medicine COI office, located within the Office of Faculty Affairs, will be handling your disclosure. For questions, please call (xxx-xxx-xxxx) and ask for the Associate Director of COI.

Completing and filing this form is a condition of your employment under Temple University policy and procedure. This form will be considered confidential and the information disclosed in the forms will be available only to individuals duly charged with the responsibility for review. However, the information may be released in accordance with and as required by federal or Pennsylvania law, or lawful court order.

Failure to disclose (to the best of your knowledge) may result in delays in starting or continuing research.

[Submit](#)

7. On the **General Screening Questions (GSQ)** Page, there are eight basic screening questions. Based on the answer you answered, you will see the sub-questions.
- On the eform, you can hover over your mouse to see the definition of the keywords which are colored in blue.
 - Click on **Submit** to complete this page.

Introduction Page → **General Screening Questions** → Submission Page

TEMPLE UNIVERSITY *Conflict of Interest*
Conflict of Interest and Commitment Disclosure Form

1. Are you a FACULTY (including adjunct) member in the School of Medicine:
☒ Yes ☐ No

2. Do you have or are you involved in or applying for any project supported by Extramural Research Funding?
☐ Yes ☒ No

3. Have you or an **immediate family member** received payment (honorarium, salary, royalties, consulting fees) from or hold **equity** in an entity other than Temple, that is related to your **institutional responsibilities**? **a.** The disclosing individual's spouse or spousal equivalent and dependent children.
☐ Yes ☒ No

4. Do you or an **immediate family member** hold **equity** in any entity other than Temple, that is related to your **institutional responsibilities**?
☐ Yes ☒ No

5. Do you or an **immediate family member** serve on the governing board of an entity other than Temple that is related to your **institutional responsibilities**?
☐ Yes ☒ No

6. Do you or an **immediate family member** have a proprietary interest of any value, or receive any income, including and related to, but not limited to, patents, trademarks, copyrights, and licensing agreements that is related to your **institutional responsibilities**?
☐ Yes ☒ No

7. Have you or an **immediate family member** traveled for professional activities that is related to your **institutional responsibilities**?
☐ Yes ☒ No

8. **b.** As per TU policy on Conflict of Interest, have you or a family member (for this question ONLY family member includes: you, your spouse or spousal equivalent, and any parents, children or brothers or sisters) have an affiliation with or receive payments from any business that does or seeks to do business with a Temple entity?
☐ Yes ☒ No

Submit

Note: Based on the answer you answered on the General Screening Questions page, the related page will be prompted to you to fill out.

- Once it is completed, you will see the **green checkmark** next to the page. You can uncheck the completed checkbox to make any edits.

Introduction Page → **General Screening Questions** → Submission Page

TEMPLE UNIVERSITY *Conflict of Interest*
Conflict of Interest and Commitment Disclosure Form

1. Are you a FACULTY (including adjunct) member in the School of Medicine:
☒ Yes ☐ No

2. Do you have or are you involved in or applying for any project supported by Extramural Research Funding?
☐ Yes ☒ No

Please uncheck to make any edits. ☒

Submit

8. If you have answered "Yes" on question 3, 4, 5, or 6 on the GSQ page, you will be asked to fill out the **Entity** Page. You will read through the instructions on this page to understand what you need to disclose on this page.
- You will type the **entity name** in the space provided and then add it. If you don't find it on the list, you can click on Add to add it to the database.

General
Screening
Introduction Questions **Entity** Travel Fiduciary
Page ✓ → ✓ → Page → Detail → Role → Submission Page

TEMPE *Conflict of Interest*
UNIVERSITY®
Conflict of Interest and Commitment Disclosure Form
Entity Page

You must complete this page because you have answered "Yes" to question 3, 4, 5, OR 6 on the General Screening Questions page.

1. Please identify ALL applicable outside entities by typing the names in the space provided
2. Once identified select the "Open" folder to answer further questions regarding that specific entity.
a. You must identify AT LEAST one Entity to complete this page.

Merck Research Laboratories(*) Add

Entity Name	Completed	Open	Delete
Merck Research Laboratories(*)			

Submit

- Click on **Open** folder to fill out the entity detail form.

General
Screening
Introduction Questions **Entity** Travel Fiduciary
Page ✓ → ✓ → Page → Detail → Role → Submission Page

TEMPE *Conflict of Interest*
UNIVERSITY®
Conflict of Interest and Commitment Disclosure Form
Entity Page

You must complete this page because you have answered "Yes" to question 3, 4, 5, OR 6 on the General Screening Questions page.

1. Please identify ALL applicable outside entities by typing the names in the space provided
2. Once identified select the "Open" folder to answer further questions regarding that specific entity.
* You must identify AT LEAST one Entity to complete this page.

Add

Entity Name	Completed	Open	Delete
Merck Research Laboratories(*)			

Submit

9. On the **Entity Detail Form**, you will follow the instructions on this page to complete it.
 - a. If you want to add more than one activity/Interest, you can click here.
 - b. You will click on **Submit** when it is completed.

General
Introduction Page ✓ → Screening Questions → **Entity Page** → Travel Detail → Role → Fiduciary → Submission Page

TEMPLE UNIVERSITY* *Conflict of Interest*
Conflict of Interest and Commitment Disclosure Form
Entity Detail Form

a. Add Activity/Interest

Who has the activity and/or external interest?	What is the type of activity?	What is the approximate number of days devoted? (past 12 months)	What is the type of external interest?	What is the approximate value of the financial interest in USD? (past 12 months)	Delete
Self ✓	Speaker ✓	0.00	Salary ✓	10,000-19,999 ✓	

1. What is the type of business?
Pharmaceutical ✓

2. Are you or an immediate family member an inventor of any device, vaccine, procedure, drug or any product that any of these entities manufacture or commercialize?
☐ Yes ☒ No

3. Do any of your research programs require the purchase/lease of any device/material from this entity?
☐ Yes ☒ No

4. Does this entity provide any data, materials, or equipment to support your research?
☐ Yes ☒ No

5. Does this entity participate in determining the direction of any research/projects?
☐ Yes ☒ No

b. Submit

10. Once the entity detail form is completed, you will see the completed checkmark in the entity page.
 - a. You can click on **Add** to add another entity.
 - b. You will click on **Submit** to check off the Entity page, if all applicable outside entities are disclosed on this page.

General
Introduction Page ✓ → Screening Questions → **Entity Page** → Travel Detail → Role → Fiduciary → Submission Page

TEMPLE UNIVERSITY* *Conflict of Interest*
Conflict of Interest and Commitment Disclosure Form
Entity Page

You must complete this page because you have answered "Yes" to question 3, 4, 5, OR 6 on the General Screening Questions page.

1. Please identify ALL applicable outside entities by typing the names in the space provided
2. Once identified select the "Open" folder to answer further questions regarding that specific entity.
* You must identify AT LEAST one Entity to complete this page.

a. Add

Entity Name
Merck Research Laboratories(*)

b. Submit

Completed ☒ Open Delete

11. You will need to complete the **Travel Detail** page, if you have answered “Yes” to question # 7 on the GSQ page. Read through the instructions on this page to understand what you need to disclose on this section.

- a. Click on **Add** to add your travel details.

General
Screening
Questions
Entity
Page
Travel
Detail
Fiduciary
Role
Submission Page

TEMPLE UNIVERSITY *Conflict of Interest*
Conflict of Interest and Commitment Disclosure Form
Travel Detail Form

You must complete this page because you have answered "Yes" to question 7 on the General Screening Questions page.

Add Travel Details:
[Add](#)

Travel Detail Table:

Destination	Name of Sponsor of Travel	Estimated Total Value of Travel in US Dollars	Purpose of Travel	Start Date	End Date	Total Days Away	Travel By	Open	Delete

[Submit](#)

- b. Complete the travel detail page and click on **Save**.

TRVL: Travel Detail Table User-Defined Fields

[Save](#) [Close](#)

Destination: Florida

Name of Sponsor of Travel: University of Florida

Estimated Total Value of Travel in US Dollars: 1000

Purpose of Travel: Conference

Start Date: 01-May-2013

End Date: 10-May-2013

Total Days Away: 10

Travel By: Self

- c. After you add all your travel details, you will click on **Submit** to complete this page.

General
Screening
Questions
Entity
Page
Travel
Detail
Fiduciary
Role
Submission Page

TEMPLE UNIVERSITY *Conflict of Interest*
Conflict of Interest and Commitment Disclosure Form
Travel Detail Form

You must complete this page because you have answered "Yes" to question 7 on the General Screening Questions page.

Add Travel Details:
[Add](#)

Travel Detail Table:

Destination	Name of Sponsor of Travel	Estimated Total Value of Travel in US Dollars	Purpose of Travel	Start Date	End Date	Total Days Away	Travel By	Open	Delete
Florida	University of Florida	1000	Conference	5/1/2013	5/10/2013	10	Self		

[Submit](#)

12. You will be asked to complete the **Fiduciary Form**, if you have answered “Yes” to question #8 on the GSQ page.

- a. If you answer “Yes” on question #1, you need to click on **Add** to fill out the detail information.
- b. If you answer “Yes” on question #2, you will describe it in the textbox.
- c. Click on **Submit** to complete this form.

General Screening Questions Entity Page Travel Detail **Fiduciary Role** Submission Page

TEMPLE UNIVERSITY *Conflict of Interest*

Conflict of Interest and Commitment Disclosure Form
Fiduciary Form

You must complete this page because you have answered "Yes" to question 8 on the General Screening Questions page.

1. Are you in a **fiduciary** role or a purchasing position at Temple?
☒ Yes ☐ No

Please identify the person who has the relationship and the business
[Add](#)

Name of Business	Role in Business	Name of Person who has the Relationship with the business	Your Relationship to this Person (ie: Parent, Spouse)	Open	Delete

2. Is there any interaction between your **fiduciary** role or purchasing position and this business?
☒ Yes ☐ No

Please describe:

Submit

13. After you complete all the required pages and they all are marked completed with the **green checkmark**, you will go to the **Submission Page** to submit your disclosure for review.

a. Read through the certification and check off the checkbox.

General Screening Questions **Submission Page**

TEMPLE UNIVERSITY *Conflict of Interest*

Conflict of Interest and Commitment Disclosure Form
Final Submission Page

☒ I certify that this is a complete disclosure of all current financial interests. I have used all reasonable diligence in preparing this Disclosure of Financial Interests and it is, to the best of my knowledge, true and complete. I understand that I have a responsibility to update this information throughout the fiscal year or during the **research**/program period if my circumstances change.

Submit

b. You will need to wait for the screen to be saved. Do not close the browser at this time.

General Screening Questions **Submission Page**

TEMPLE UNIVERSITY *Conflict of Interest*

Conflict of Interest and Commitment Disclosure Form
Final Submission Page

Saving...

☒ I certify that this is a complete disclosure of all current financial interests. I have used all reasonable diligence in preparing this Disclosure of Financial Interests and it is, to the best of my knowledge, true and complete. I understand that I have a responsibility to update this information throughout the fiscal year or during the **research**/program period if my circumstances change.

Submit

c. After it is successfully saved, you should see a green checkmark next to the Submission Page. Now, you should be able to click on the **Submit** button to submit your COI disclosure for review.

General
Screening
Introduction
Page ✓ → ✓ → **Submission Page ✓**

Submit

TEMPLE UNIVERSITY *Conflict of Interest*
**Conflict of Interest and Commitment Disclosure Form
Final Submission Page**

☒ I certify that this is a complete disclosure of all current financial interests. I have used all reasonable diligence in preparing this Disclosure of Financial Interests and it is, to the best of my knowledge, true and complete. I understand that I have a responsibility to update this information throughout the fiscal year or during the [research/program](#) period if my circumstances change.

Note: Each Page MUST be checked off by clicking on the Submit icon in order for the eform to be submitted for review.

- d. At this time, the system is submitting your disclosure to COI coordinator for review. Please **DO NOT** close the browser at this moment.

555555560 - Ming-Hui Chou
COI Disclosure Form 6/2012

General
Screening
Introduction
Page ✓ → ✓ → ✓ → **Submission Page ✓**

Submit

TEMPLE UNIVERSITY *Conflict of Interest*
**Conflict of Interest and Commitment Disclosure Form
Final Submission Page**

At this time, please DO NOT close the browser.

Please DO NOT close the browser at this moment.
You need to wait till the system successfully submitted your disclosure with a **Submitted Date** and a system generated **PDF** of the form.

Waiting for eraapp2.ocis.temple.edu...

- e. You need to wait till the system successfully submitted your disclosure with a **Submitted Date** and a system generated **PDF** of the form.

5555555609 - Ming-Hui Chou
COI Disclosure Form 6/2012

General
Screening
Introduction
Page ✓ → ✓ → ✓ → ✓ → **Submission Page ✓**

Submitted Date: 22-Aug-2012 4:14:46 PM

System Generated PDF

TEMPLE UNIVERSITY *Conflict of Interest*
**Conflict of Interest and Commitment Disclosure Form
Final Submission Page**

☒ I certify that this is a complete disclosure of all current financial interests. I have used all reasonable diligence in preparing this Disclosure of Financial Interests and it is, to the best of my knowledge, true and complete. I understand that I have a responsibility to update this information throughout the fiscal year or during the [research/program](#) period if my circumstances change.

14. You will receive an email from the COI Coordinator indicating the status of your disclosure.

Note: If you have any questions, please contact the COI Office:

- Main Campus: **Rosemary C. Dillon** at (215) 204-7551 or email: dillon@temple.edu
- HSC Campus: **Malikah Fulton** at (215) 707-1986 or email: malikah.fulton@temple.edu

15. You can click on **Search** and then click on **Locate** to look up your COI **case status** and the **last certified date**.

TEMPLE UNIVERSITY

Logged in User: Ming-Hui Chou
[Find Funding](#) [CV Database](#)

Wednesday, May 01, 2013

[Exit](#)
[Help](#)

My Proposals
External Interests
[Update](#)
[Search](#) **a.**
[Create New](#)
[Report On](#)
[Workflow Admin](#)
[Program Tools](#)
[Help - User Guide](#)

Conflict Disclosures - Search For **b.**

[Locate](#)

Use * for wildcard

Property	Value	Property	Value
Number	<input type="text"/>	Review Board	<input type="text"/>
Investigator	<input type="text"/> Set	Review Category	<input type="text"/>
Department	<input type="text"/> Set	Approved Date	= <input type="text"/>
Case Status	<input type="text"/>	Submission Date	= <input type="text"/>
Submission Status	<input type="text"/>	Approved From	= <input type="text"/>
Conflict Status	<input type="text"/>	Approved To	= <input type="text"/>
Management Plan Status	<input type="text"/>	Agenda Date	= <input type="text"/>

Records Found: 1.

Results **c.**

Number	Investigator/Project	Department	Case Status	Last Certified
5555556351	Chou, Ming-Hui	CHP:PHYSICAL THERAPY (09060)	Reviewed	01-May-2013

My Human Subjects
My Animal Use