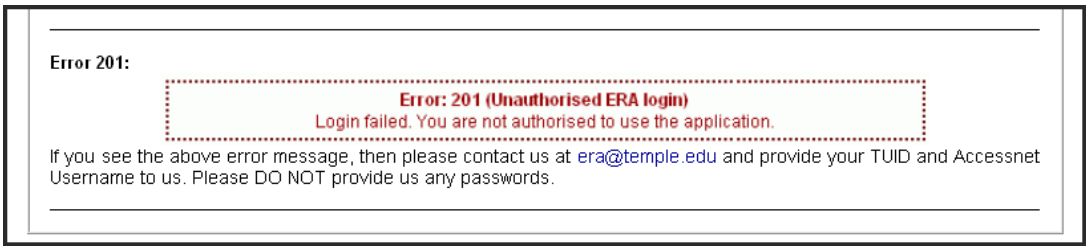
For Investigator -
How to Create/Update your COI Disclosure in eRA@TU
(Detailed Version)

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

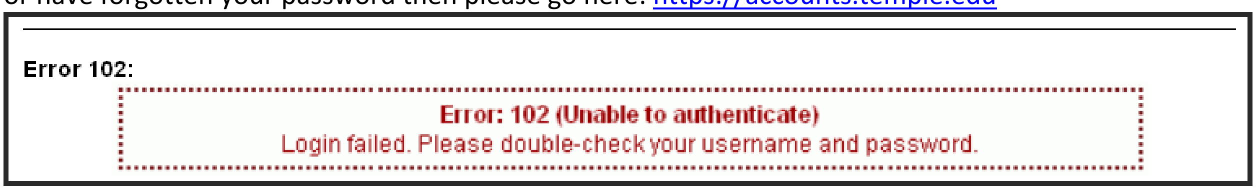
Here is the step by step instruction:

1. Login to eRA@TU portal - **https://era.temple.edu/tu_login/login.asp** using your accessnet ID and TUsecure password (same as your TU mail login).

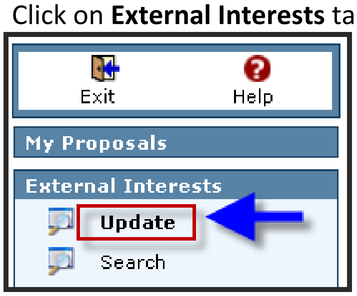
    a. If you see **Error 201** when you try to login to eRA@TU, please contact us at eRA@temple.edu with the request of the COI disclosure account setup in the subject and provide your TUID or AccessNet ID in the email.

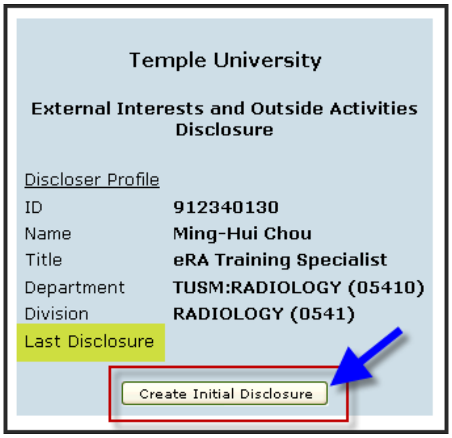
    b. If you see **Error 102**, please double check your AccessNet ID and TUsecure Password. If you have difficulties or have forgotten your password then please go here: https://accounts.temple.edu

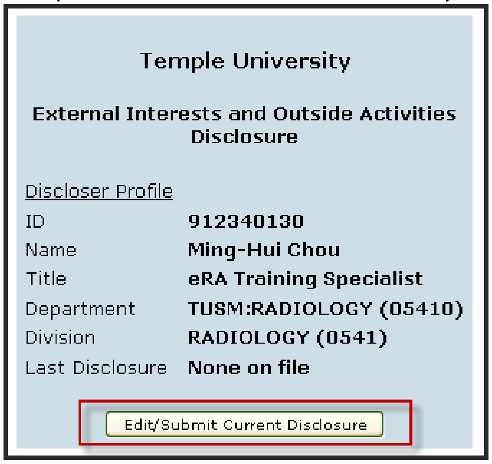
2. Click on **External Interests** tab on the left hand navigation pane → then Click on **Update**.

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

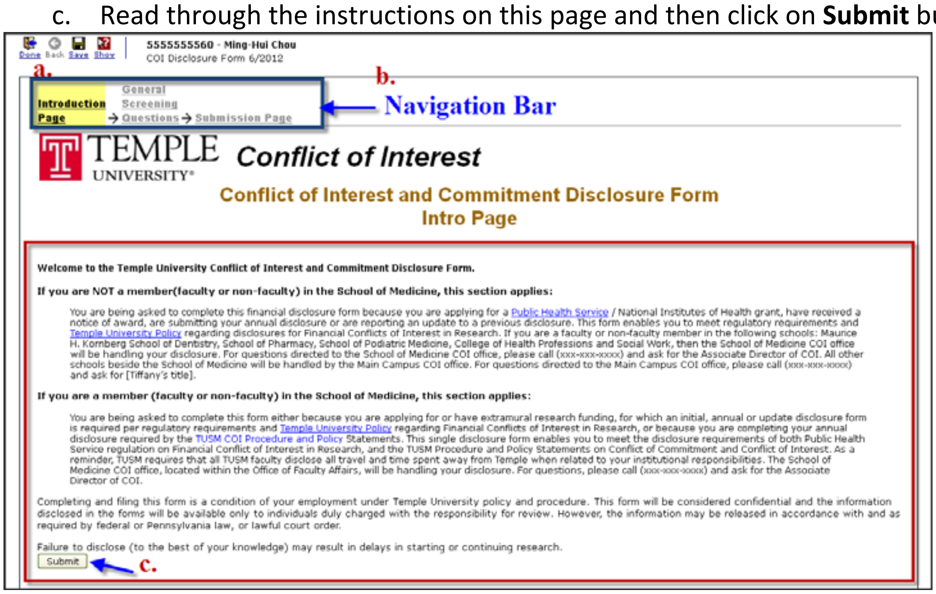

Temple University
External Interests and Outside Activities Disclosure
Discloser Profile
ID
912340130
Name
Ming-Hui Chou
Title
eRA Training Specialist
Department
TUSM:RADIOLOGY (05410)
Division
RADIOLOGY (0541)
Last Disclosure
Create Initial Disclosure

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.

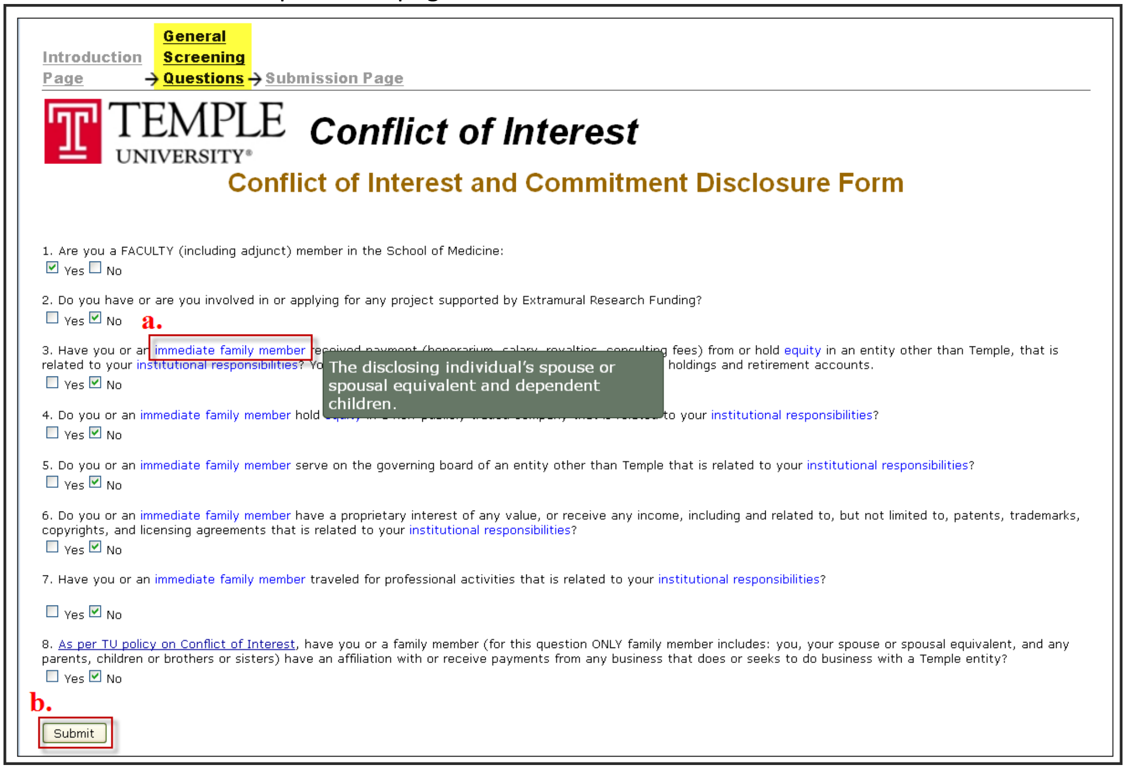


5. If you need to recerfity COI disclosure, you will click on **Recertify or Update Disclosure**. You can click on **View Last Disclosure** to review your previous disclosure eform.

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



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.
   a. On the eform, you can hover over your mouse to see the definition of the keywords which are colored in blue.
   b. Click on **Submit** to complete this page.

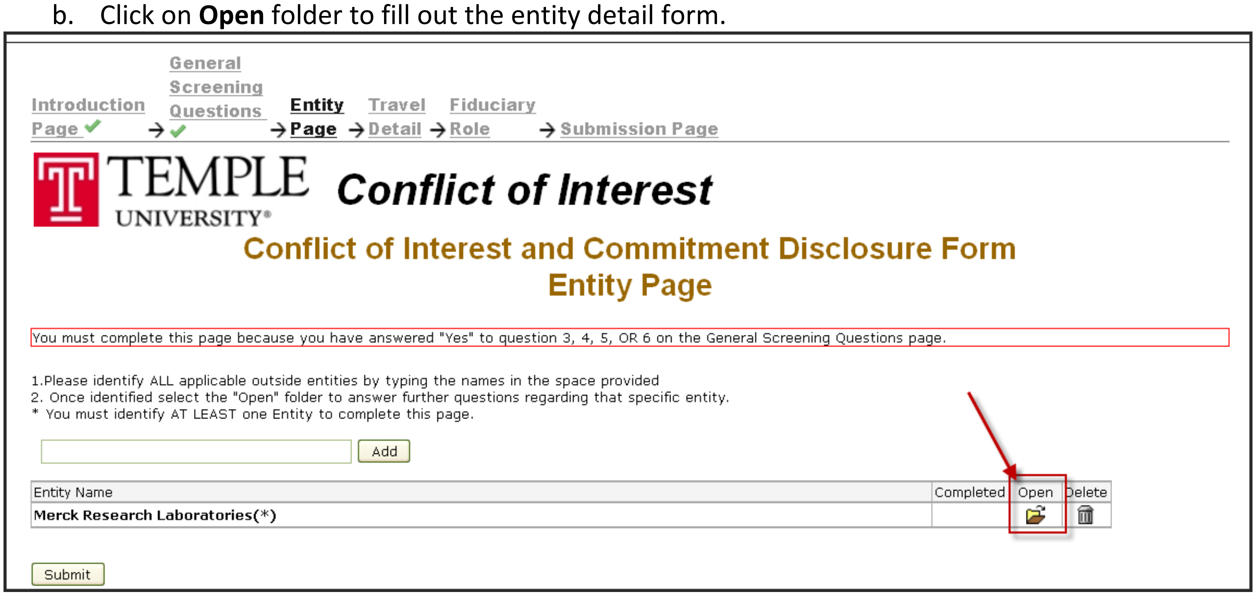


Note: Based on the answer you answered on the General Screening Questions page, the related page will be prompted to you to fill out.

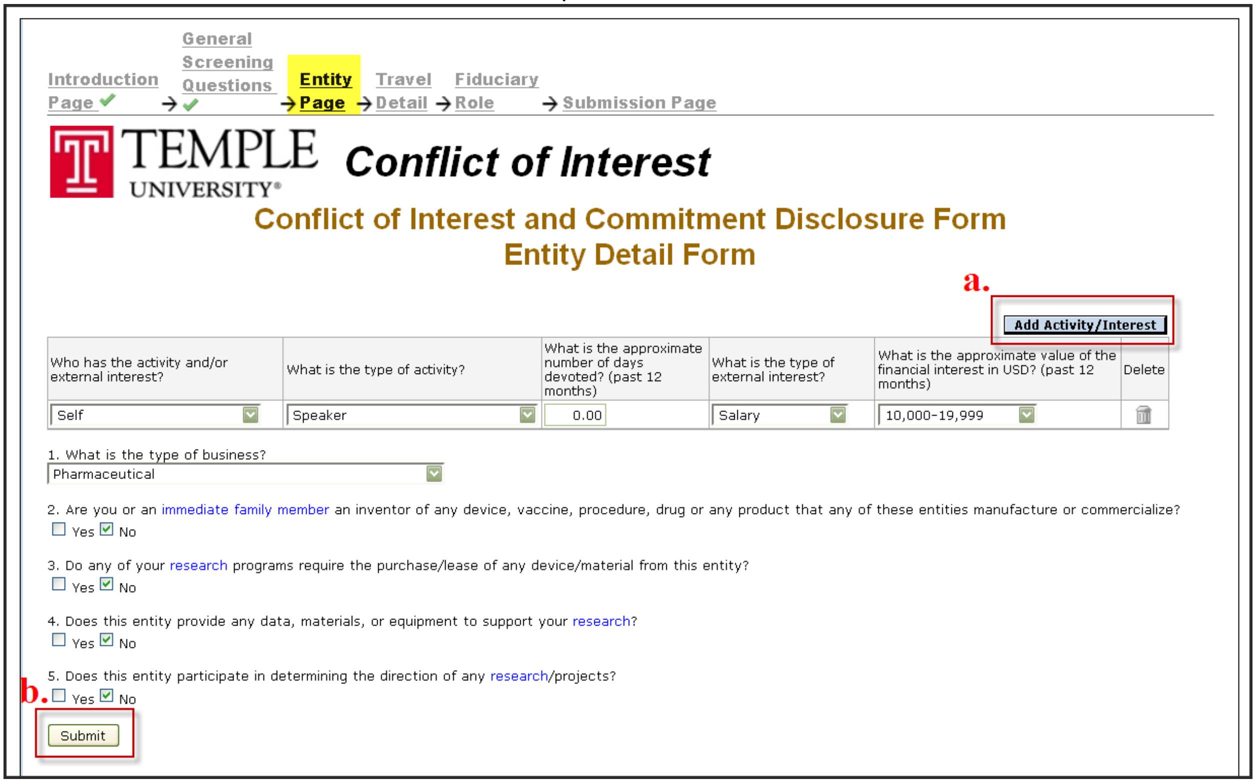
   c. Once it is completed, you will see the **green checkmark** next to the page. You can uncheck the completed checkbox to make any edits.

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.
   a. 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.

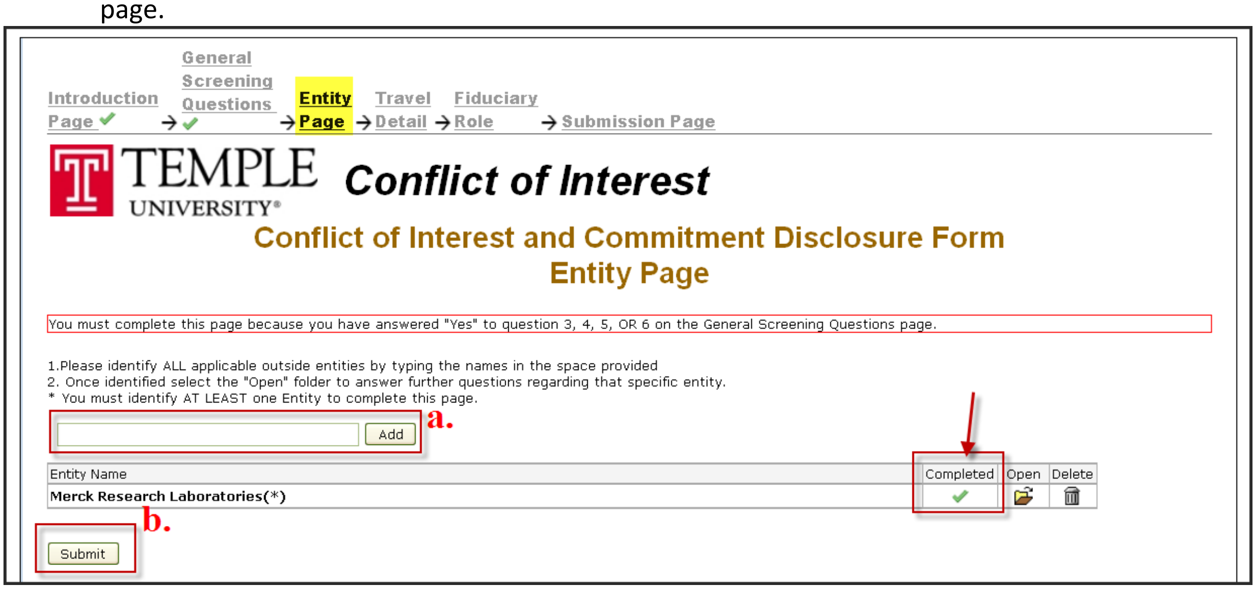
   b. Click on **Open** folder to fill out the entity detail form.



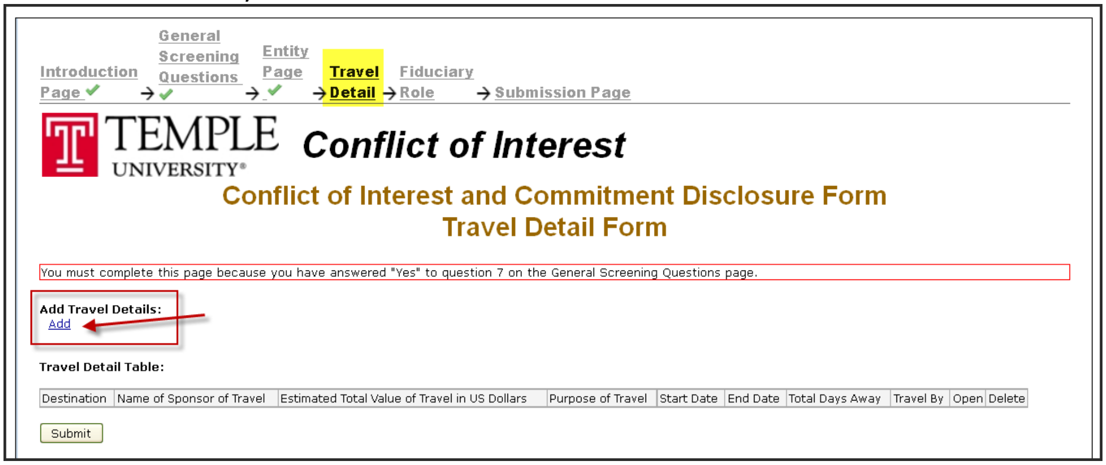
9. On the **Entity Detail Form**, you will follow the instructions on this page to complete it.
    a. If you want to add more than one activity/Interest, you can click here.
    b. You will click on **Submit** when it is completed.



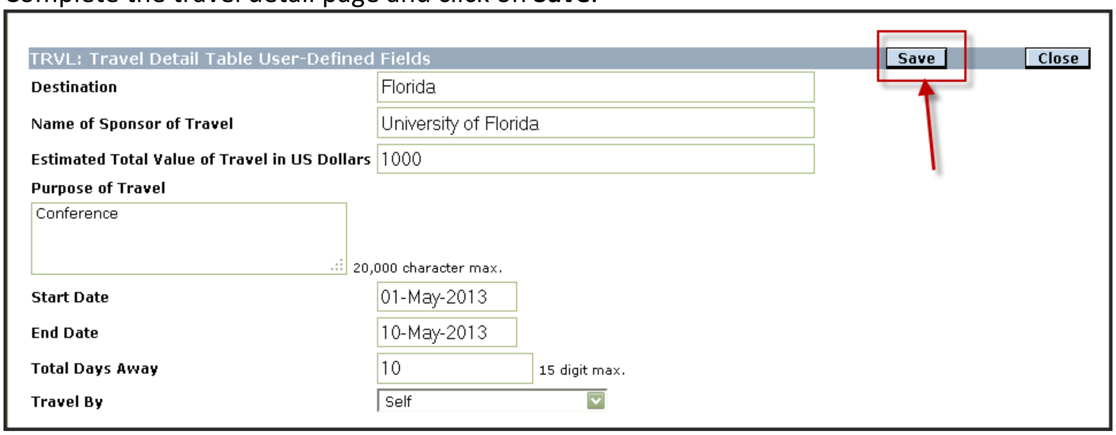
10. Once the entity detail form is completed, you will see the completed checkmark in the entity page.
    a. You can click on **Add** to add another entity.
    b. You will click on **Submit** to check off the Entity page, if all applicable outside entities are disclosed on this page.



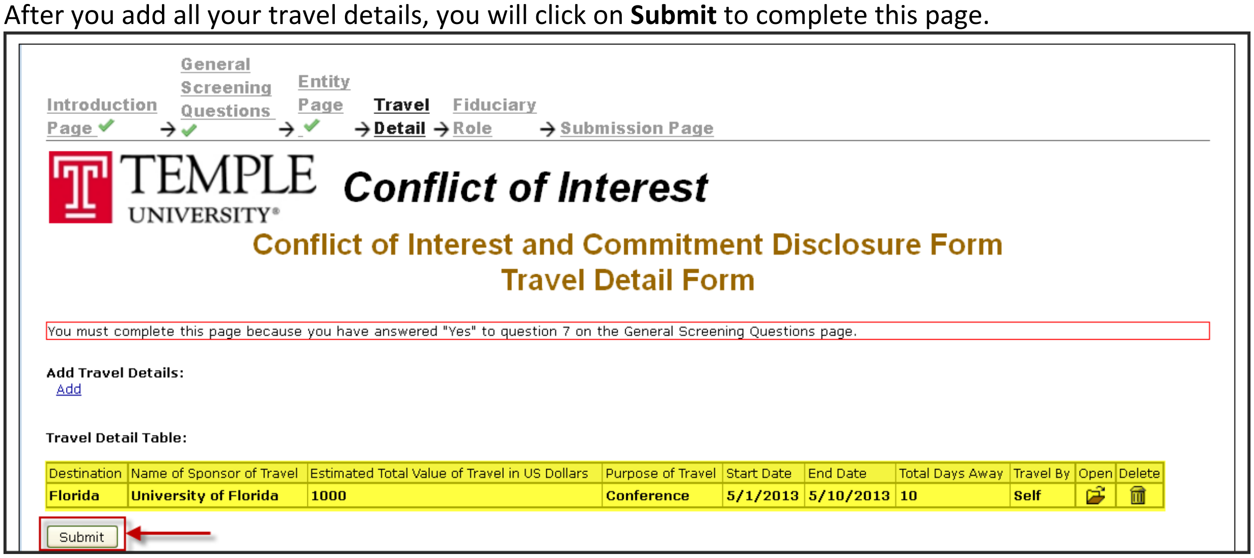
11. You will need to complete the **Travel Detail** page, if you have answered “Yes” to question # 7 on the GSQ page. Read through the instructions on this page to understand what you need to disclose on this section.
    a. Click on **Add** to add your travel details.



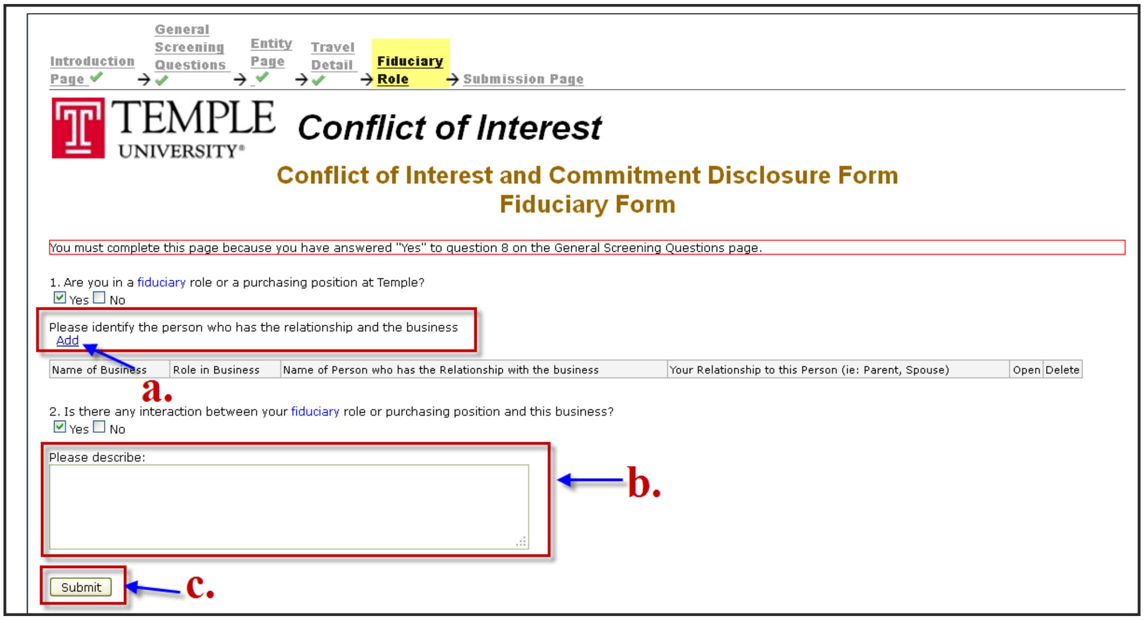
    b. Complete the travel detail page and click on **Save**.



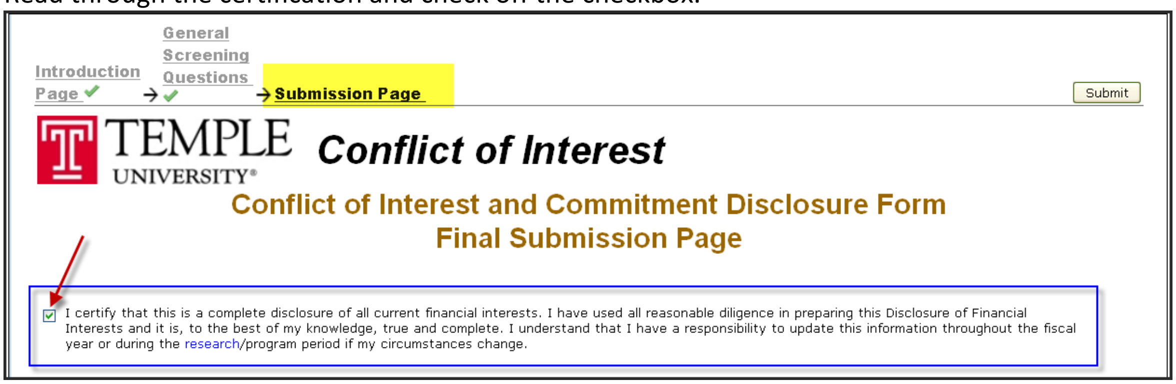
    c. After you add all your travel details, you will click on **Submit** to complete this page.



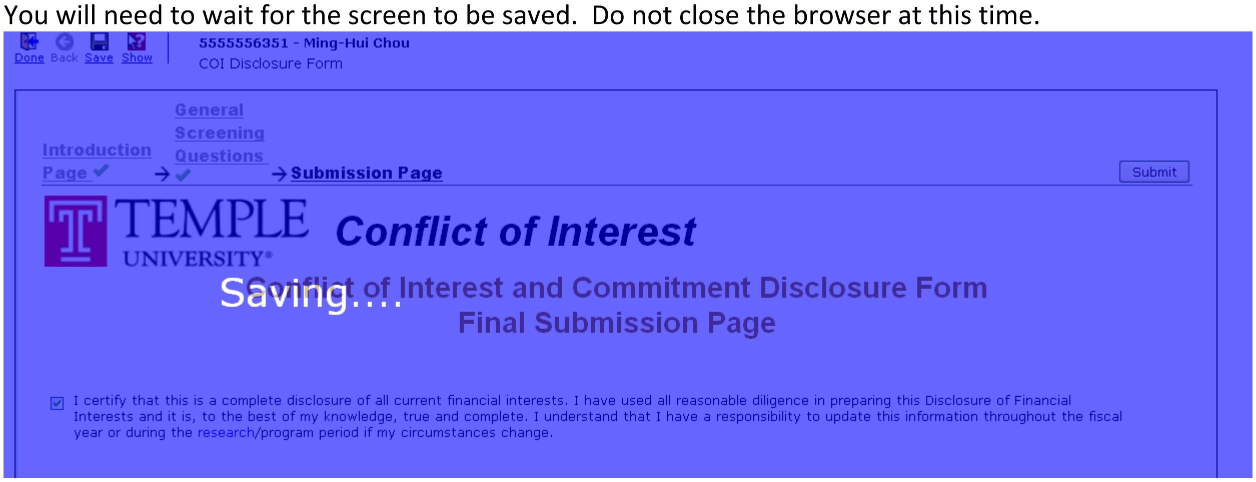
12. You will be asked to complete the **Fiduciary Form**, if you have answered “Yes” to question #8 on the GSQ page.
    a. If you answer “Yes” on question #1, you need to click on **Add** to fill out the detail information.
    b. If you answer “Yes” on question #2, you will describe it in the textbox.
    c. Click on **Submit** to complete this form.



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.



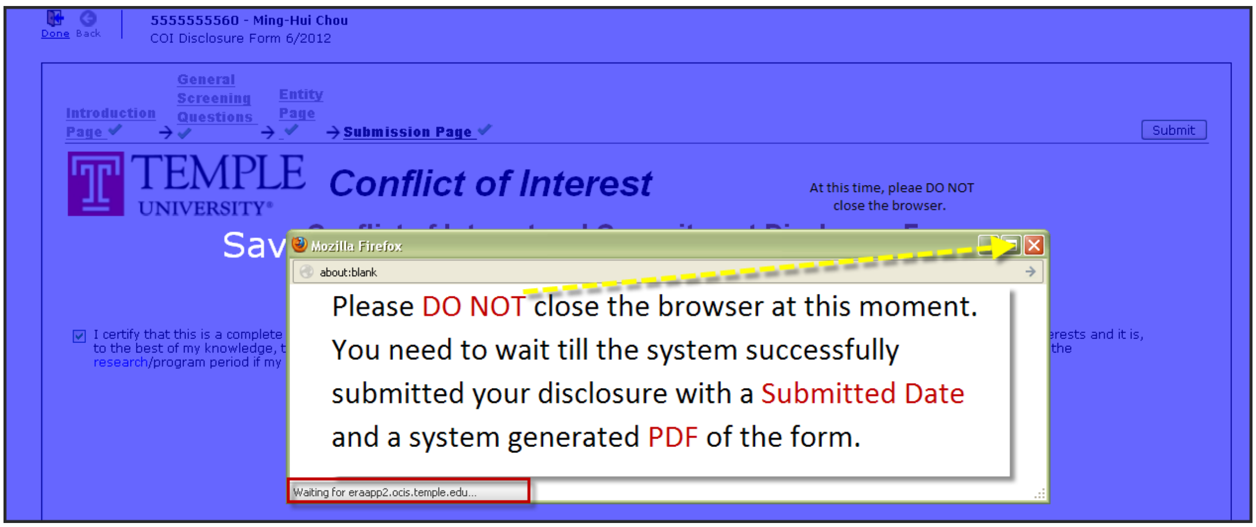
    b. You will need to wait for the screen to be saved. Do not close the browser at this time.



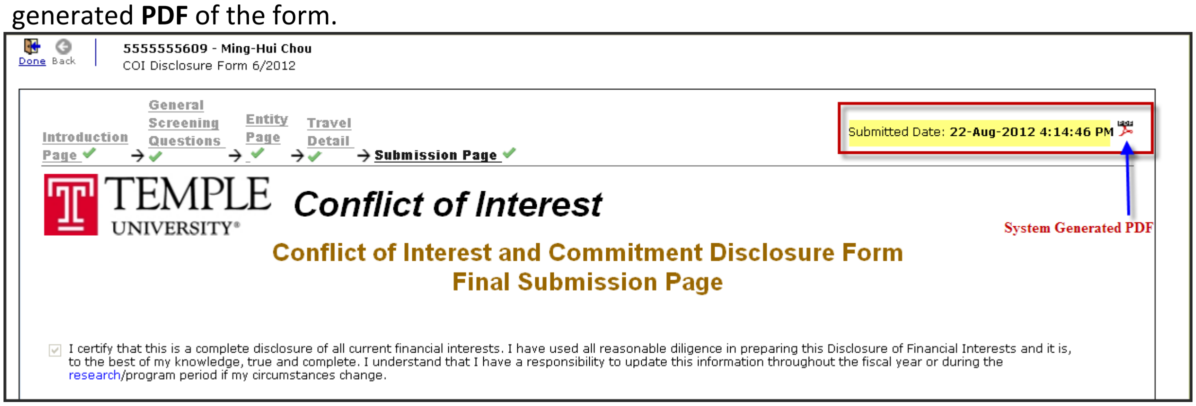
    c. After it is successfully saved, you should see a green checkmark next to the Submission Page. Now, you should be able to click on the **Submit** button to submit your COI disclosure for review.

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.



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



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**.