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** <u>https://era.temple.edu/tu login/login.asp</u> using your Accessnet ID and TUsecure password (same as your TU mail login).
  - a. If you see <u>Error 201</u> when you try to login to eRA@TU, please contact us at <u>eRA@temple.edu</u> 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 <u>Error 102</u>, please double check your AccessNet ID and TUsecure Password. If you have difficulties or have forgotten your password then please go here: <u>https://accounts.temple.edu</u>



2. Click on **External Interests** tab on the left hand navigation pane  $\rightarrow$  then Click on **Update**.



3. Click on Create Initial Disclosure to fill out the disclosure eform.



4. 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.



- 5. 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.



6. If you need to make changes on the completed page, you can **Uncheck** the completed checkbox to make any edits.

General Screening Page ✓ → ✓ → Submission Page		
TEMPLE Conflict of Interest	Conflict of Interest and Commitment Disclosure Form	×
1. Are you a FACULTY (including adjunct) member in the School of Medicine: $\Box$ vie $\Box$ to		Presse uncheck to make any edite.

- 7. 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.

$\frac{General}{Screening}$ $\frac{Introduction}{Page} \checkmark \rightarrow \checkmark Submission Page}$	Submit			
TEMPLE 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 fisc year or during the research/program period if my circumstances change.	al			

Last Updated: 1/13/2014

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

[	COI Disdosure Form
	General Screening Introduction Page ✓ → Submission Page
	TEMPLE Conflict of Interest
	Savifigt 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.

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 Questions Page ✓ → Submission Page ✓ Submission
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.
lote: Each Page MUST be checked off by clicking on the Submit icon in order for the eform to be

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

submitted for review.

Done Back COI Disclosure Form 6	Hui Chou /2012		
$\begin{array}{c} \hline & \underline{General} \\ \underline{Screening} & \underline{E} \\ \underline{Introduction} & \underline{Questions} & \underline{P} \\ \underline{Page} & & \rightarrow & \checkmark & \rightarrow \\ \hline \end{array}$	ntity age ∕ → Submission Page ✓		Submit
TEMPLI UNIVERSITY*	Conflict of Interest	At this time, pleae DO NOT close the browser.	
Sav	Mozilla Firefox     aboutblock		
I certify that this is a complete to the best of my knowledge, t research/program period if my	Please DO NOT close the browser at You need to wait till the system succ submitted your disclosure with a Suc and a system generated PDF of the f	this moment. essfully omitted Date orm.	is and it is,
	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.

9	G         555555609 - Ming-Hui Chou           Vane Back         COI Disclosure Form 6/2012				
	$\begin{array}{c c} & \underline{General} \\ \underline{Screening} & \underline{Entity} & \underline{Travel} \\ \underline{Introduction} & \underline{Questions} & \underline{Page} & \underline{Detail} \\ \underline{Page} & \checkmark & \textbf{Submission Page} & \checkmark \\ \end{array}$	Submitted Date: 22-Aug-2012 4:14:46 PM			
	TEMPLE Conflict of Interest	System Generated PDF			
	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.				

- 8. 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

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

TEMPLE	Logged in User: Ming-Hui Chou				Wednesday, May 01, 2013		
Exit Help	Conflict Disclosures Use * for wildcard Property Number	s - Search For Value		]	Property Review Board	Value	b. Locate
External Interests Update Search Create New Report On	Investigator Department Case Status Submission Status Conflict Status Management Plan Status			Set Set	Review Category Approved Date Submission Date Approved From Approved To Agenda Date	•         •	
<ul> <li>WorkFlow Admin</li> <li>Program Tools</li> <li>Help - User Guide</li> </ul> My Human Subjects My Animal Use	Records Found: 1. Results Number S55556351 Chou	stigator/Project 1, Ming-Hui	Department CHP:PHYSICAL	THERAPY	(09060)	Case Status Reviewed	Last Certified 01-May-2013