**Login to AURA COI**

**Access by Email**
1. Access your COI Disclosure Form by clicking on the link in your AURA COI notification email.
2. Enter your CNet ID and password.

**Access via AURA Project Page**
1. Go to the AURA Project Page (aura.uchicago.edu).
2. Click on the COI-COC Login Button.
3. Enter your CNet ID and password.
Begin Your Disclosure

1. Click the **Name of Your Disclosure** to open your disclosure for edit.
2. Click the “**Edit Disclosures**” button on the left side of the page to begin.
**Edit Your Disclosure**

**Introduction Page**

1. Read the Introduction page.
2. Then click “Continue.”

**What to Disclose Page**

1. Read what must be disclosed to the University of Chicago.
2. If you have financial interests or outside activities that should be disclosed, click “Yes.”
3. If you have nothing to disclose, click “No.”
4. Click “Continue.”

**Notes:**

If you select “No,” you will be directed to the Sign Off and Certification Page.

If you are unsure if a financial interest or outside activity should be disclosed, please contact the COI Office at coi@lists.uchicago.edu for clarification.
HOW TO SUBMIT YOUR ANNUAL FINANCIAL CONFLICT OF INTEREST DISCLOSURE FORM

UC-Disclosure Details Page

New Disclosure

1. Click “New Disclosure” to add a new organization.
2. A pop-up box will appear that will allow you to input the organization’s name.
   - Click “Select” to search for the name of the company from a list.
   - If the name of the organization is not listed, enter the name in the box below.
3. Click “OK” once the name is listed.
4. Select the types of significant financial interests or outside activities you have with the selected organization. Then click “Continue.”

Note: If you have any questions about adding a new organization, click the blue training bar to reveal additional information.
Question #1

1. Click “Add” to enter the details for each significant interests or outside activities that you have selected.
2. A pop-up box will appear. You will need to enter the following information for each entry:
   - Date of transaction
   - Amount
   - Description of how this interest or activity is related to your research
   - Additional comments
3. Click “OK” on the pop-up box after entering the details OR click “OK and Add Another” if you need to enter more.

Question #2

1. Enter the total amount of days you spent working for this company for that particular financial interest or outside activity.
2. Click “Continue.”

Notes:

You will not be able to submit your disclosure without answering all of the required questions within the pop-up box.

Dates should fall within the current reporting period. If a transaction is on-going (i.e. stock ownership) or you are unsure of the date, use today’s date.

You will need to do this for each organization and each financial interests or outside activities selected.
How to Submit Your Annual Financial Conflict of Interest Disclosure Form

If you have previously submitted your disclosure, you will notice that they are also listed.

To Add Previously Listed Disclosures

1. Click the + button under the Current Year.
2. A copy of the previous year’s amount will be listed under Current Year. You must click the yellow link “Needs Review” to edit the entry.
3. Select the type(s) of significant financial interests or outside activities with the selected organization. Then click “Continue.”

Question #1

1. To delete previous entries, click “Delete.”
2. To edit your previous entries, click “Update.”
3. A pop-up box will appear. You will need to modify and verify the following information for each previous entry:
   - Date of transaction
   - Amount
   - Description of how this interest or activity is related to your research
   - Additional comments
4. Click “OK” on the pop-up box after entering the details OR click “OK and Add Another” if you need to enter more.
5. Click “Add” to enter new entries.
6. Answer the questions in the pop-up box.

Question #2

1. Enter the total amount of days you spent working for this company for that particular financial interest or outside activity.
2. Click “Continue.”

Notes:

If you have any questions about adding previously listed disclosures, click the blue training bar to reveal additional information.

Previously listed dates will not be listed. Dates must be updated.
Review Disclosure Details

1. Review each entry listed.
2. If you need to update, click the “Update” link.
3. If you need to delete, click the “Delete” button.
4. Click “Continue.”

Notes:

Please note that only values listed under Current Year will be reviewed by the COI Office.

Previous entries cannot be deleted. They serve as a reference for you and will not be reviewed by the COI Office.

Example: University of Washington is not listed on the current disclosure and will not be reviewed by the COI Office. Robert Wood Johnson Foundation and Takeda Chemical Industries are listed on the current disclosure and will be reviewed by the COI Office.

UC-Research Page

1. Select “Yes” if you receive PHS funding.
2. Select “No” if you do not receive PHS funding.
3. Click “Continue.”
Sign Off and Certification Page

If you are ready to submit your disclosure:

1. Click “Yes.”
2. Then click “Finish.”

Note: You will not be able to submit your disclosure if you have not answered all of the required questions.