Login to AURA COI

STEP 1
Click the Disclosure link in the Conflict of Interest e-mail notification received. Enter CNetID or UCHAD ID and Password. Click “Login” button.

Note: If you did not receive an e-mail, navigate to http://aura.uchicago.edu/ and click “AURA COI-COC Login.” Enter CNetID or UCHAD ID and Password to access your Disclosure.

Begin your UC Disclosure

STEP 2
Click the name of the disclosure questionnaire.

STEP 3
Select “Edit Disclosures,” read the instructions and click “Continue.”
What to Disclose

STEP 4
Select Yes or No to indicate if there are interests and commitments to disclose. Click “Continue.”

NOTE: If “No”, proceed to Step 10

STEP 5
Click “New Disclosure” to add disclosure information for an organization.

Type first few letters of org. name and result will appear OR click “Select” to search and click “Ok”.

NOTE: If org. does not appear, type it in box below.

STEP 6
Select the type of financial interest you have with the organization (check all that apply). Click “Continue.”
STEP 7

Click “Add” to enter details of transaction.

Use the pop-up calendar to enter date. Enter an estimate amount for the transaction, select relationship of the recipient to you, a description of how this relates to your research, and complete addt’l required fields.

Click “Ok” or if you have another activity to disclose in this financial interest, select “OK and Add Another”.

In question 2, enter the number of days you worked for the company. Please note you are unable to enter “0”.

Click “Continue” when complete.

Review UC Disclosure Details

STEP 8

Review Disclosure details and use “Edit” for updates or you can “Remove” a listing if necessary.

Click “Continue” when complete.

STEP 9

Confirm if Public Health Service (PHS) funding was received in the reporting period and click “Continue.”
STEP 10
Review UC and Medical Center Instructions and click “Continue.”

STEP 11
Enter your UCMC Disclosures

Check the box to acknowledge receipt of the two policies listed. Answer questions by selecting “yes” or “no.” Click “Add” to enter information when you answer “yes” to a question.

Use the pop-up calendar to enter dates and complete add’l required fields.

Click “OK” OR “OK and Add Another” if you have add’l interests to disclose.

Click “Continue” when complete.

NOTE:
If you are NOT an Officer or Key Employee at The University of Chicago Medicine, proceed to step 13.
STEP 12
For Officer & Key Employees

Officer’s & Key Employees receive additional questions required to comply with the IRS requirements.

Complete information in the next 3 sections the same way as Step 3 and click “Continue” when complete.

Submit your Disclosure

STEP 13
Select “Yes” to confirm you are ready to submit and click “Finish”.

Note: If you are not ready to submit, select “No” to save all information and submit at a later time.

After submitting your Disclosure, select “Log Off” in the top right corner.

Note: You can view your Disclosure and print the Disclosure by selecting buttons on the left.

Your disclosure has been submitted for review!!