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 Disclosure

STEP 2
Click the name of the disclosure questionnaire.

STEP 3
Select “Edit Disclosures,” read the instructions and click “Continue.”
Enter your Disclosures

STEP 4
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 6.

STEP 5
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 Disclosure

STEP 6
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!!