

University of Chicago Medical Center COI FAQs

The University of Chicago Medical Center is using the same disclosure reporting system used by the University. This allows those who must complete multiple “forms” to disclose everything at once. In addition, the system allows you to see your disclosure after you submit it.

Below are some common questions; we hope these help you in with your disclosure.

Purpose and Timing of Disclosures

1. Who is required to complete a COI disclosure and why?

The University of Chicago Medical Center must report certain relationships to two federal governmental agencies. To properly complete its reports, the medical center must query trustees, officers, key employees, managers, and certain physician leaders. In addition, its conflict of interest policy, which is based upon best practices, requires annual disclosures by medical center leaders. The Office of Legal Affairs carefully reviews the regulatory requirements and the conflict of interest policy, and determines who must complete the form. If you do not understand why you are being asked to complete the COI Disclosure, please contact Marilyn Hanzal, Associate General Counsel, at extension 25275.

2. What must be disclosed?

The questions you receive will direct you to disclose certain interests, relationships, and transactions. In addition, you will be asked questions about business practices. The questions all derive from either a regulatory disclosure requirement or the medical center’s conflict of interest policy. If you do not understand what a question is seeking, please contact Marilyn Hanzal, Associate General Counsel, at extension 25275. *If you are unsure if an interest, relationship, or transaction should be disclosed, always err on the side of disclosure.* The Office of Legal Affairs carefully reviews each disclosure and reports only that information required by the regulatory agencies.

3. What is the reporting period?

The reporting period is July 1st – June 30th of each year.

4. How frequently will I have to disclose?

You are required to complete an annual disclosure at the beginning of the fiscal year—the medical center will notify you when your next disclosure is due. In addition, throughout the year, you should make updates and changes to your disclosure as they become available.

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5. If I have a new financial interest or outside activity to disclose after I submit my annual form, how soon do I need to report that?

Any changes to your disclosure, including additions, must be reported within 30 days after the interest, relationship or transaction is created.

Specific Questions About Disclosures

6. How do I disclose recurrent payments?

If you have received recurrent payments, you can make one entry with the latest known date and the aggregated amount received. In the comment section, you would state the specifics.

For example, you received the following payments from Takeda throughout the year: \$400 (January), \$650 (March), \$ 700 (May). In AURA COI, you would enter the following:

Date: May 1, 2012

Amount: \$1750

7. If only the month and year are known, how should I report the date of transaction?

You should select the 1st of the month if only the month and year are known (e.g. 7/1/2012).

8. Can someone log in and make my disclosures for me? Can I share my username and password with someone else?

Your username and password are assigned to you, and per policy cannot be shared with others. You will be held responsible for use of the system under your username and password by another person. Never share your password.

Updates and Later Access to the System

9. Will my disclosure in the AURA COI system be accessible to me at any time? Can I modify/update my disclosure at any time?

Yes, you can access your COI Disclosure in AURA COI at any time to make changes and updates to your disclosure.

10. How can I access my COI Disclosure after I have submitted it?

You can access your COI Disclosure by visiting the AURA Project Page (<http://aura.uchicago.edu/>) and clicking on the AURA COI Login button on the left side of the page.

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11. If I am unable to complete my disclosure, can I return to it and complete it at a later date?

Yes, you can exit the system and complete your disclosure at a later date. Your information will be saved.

ADDITIONAL QUESTIONS

12. Will you still be accepting COI Disclosures via email, fax, or mail?

No. All COI Disclosures must be submitted through the AURA COI System. If you are having problems logging into the system or submitting your disclosure, contact the AURA Help Desk at AURA-Help@uchicago.edu.