

Conflict of Interest Quick Start Guide

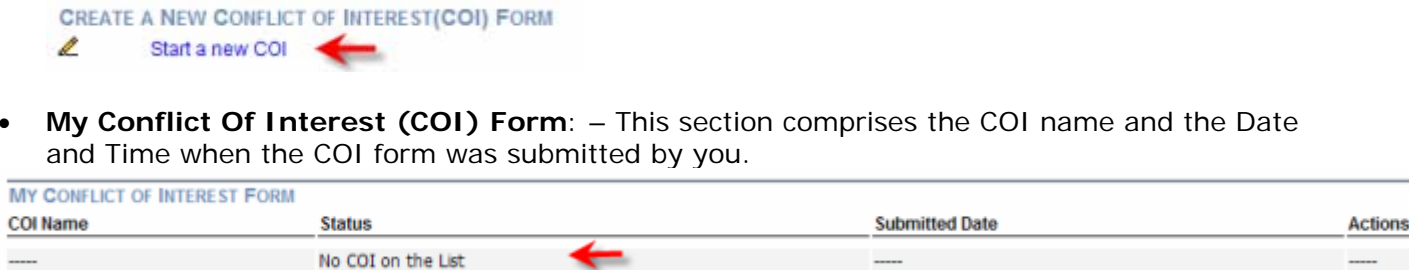
This document provides a quick start guide to using the online Annual Conflict of Interest and Commitment Disclosure (COI) module.

Part I outlines the basics of getting started with the Conflict of Interest module.

Part II provides the basic steps required to successfully create, save, view and submit - online COI

PART I – Conflict of Interest Basics

- The Online Annual Conflict of Interest and Commitment Disclosure Form can be accessed at the following URL:
<http://www.uta.edu/ra/real/loginscreen.php?view=100>
 - Enter your NetID and password (This is the same username and password that you use to login to your desktop/ or check your UTA email everyday) to login. If you have problems logging in please use the [Forgot Password](#) link for help.
- On successful login you should be directed to the Compliance Activity Page. The Compliance Activity page is organized into the following sections:
 - **Create a New Conflict Of Interest (COI) Form:** – This section comprises a link to let you fill the COI Form as indicated by the arrow.
- **My Conflict Of Interest (COI) Form:** – This section comprises the COI name and the Date and Time when the COI form was submitted by you.

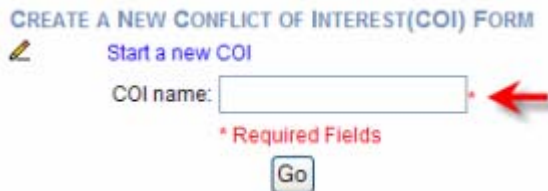


***Tip:** Initially this section will show the status as blank with the Status showing that 'No COI on the List'.*

PART II – CREATE, VIEW, SUBMIT & DELETE A COI

➤ Step 1: Create a New COI

At the top of the COI activity page is a link to start a new COI. Click on the link and enter a name for the COI (This name could be any name you would like and is a mandatory field) and hit Go to start filling in information on the COI



➤ Step 2: Enter the COI Information

Enter the information on the COI Form section by section. Some of the features available while entering the information are outlined below

- Auto-save – The COI auto-saves after 5 minutes the first time and every 1 minute from thereon.
- Collapsible Help – Each section has a show hide help link located at the top right hand corner. The help outlines the requirements for the information to be filled out in that section of the COI.
- Quick Access Floating Menu – This menu lists all the important functions available and the date and time for the last autosave.



- **Print Preview** – Print Preview of the COI
- **Save** – Save the COI without leaving the screen
- **Delete** – Delete the COI and return to the activity page
- **Submit** – Submit the COI to Office of Research
- **Save & Go Back** – Save the COI and return to the Activity page
- **Go Back** – Go back to the activity page without saving the COI

➡ **Step 3: Submit the COI**

Proceed to the next step by choosing any of the above options.

If you wish to Save the existing COI Form and would like to Edit it and Submit it at a later point in time you can press the Save and Go Back button.

If you have saved your COI Form then you can **View**, **Edit** or **Delete** the saved COI Form as shown below in the screen snapshot.

The status would be shown as Saved here.

MY CONFLICT OF INTEREST FORM					
COI Name	Status	Submitted Date	Actions		
pp	Saved	05/11/2007 04:01:18 PM	View	Edit	Delete

Once you submit the COI Form you will no longer be able to Edit the COI Form. You can only **View** the Submitted COI. Note that the Status and Submitted Date appears for your records after you submit the Form.

MY CONFLICT OF INTEREST FORM				
COI Name	Status	Submitted Date	Actions	
pp	Submitted	05/11/2007 04:07:07 PM	View	

For any additional help please contact Office of Research Specialist at research@uta.edu

For Technical Questions contact ERA Helpdesk at 817-272-1060 or email us at erahelpdesk@uta.edu.