

# How to Create or Update Your COI Disclosure Form in Temple's ERA System

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## Overview

Temple University's Conflict of Interest (COI) Program has been extended to include disclosure of financial conflicts of interest and professional time commitments, including consulting, through one mechanism - the ***Conflict of Interest and Commitment Disclosure Form***.

All full-time faculty and research personnel are asked to complete this form through Temple's secure Electronic Research Administration (ERA) system in order to ensure all conflicts are disclosed. Within the ERA system, the module is named **My Conflict of Interests**.

These directions will guide you through this process.

## How to log in to the ERA system

You can access the secure ERA system at: [era.temple.edu](http://era.temple.edu) and then click **Log In** on the left hand side of the screen.

Enter your AccessNet ID and password (the same password as your TUmial log in).

If you have trouble logging in, please contact an ERA team member.

## How to begin your disclosure

Temple's Conflict of Interest Disclosure Form is available under the **My Conflict of Interests** tab. To begin this process, click on the **My Conflict of Interests** tab on the left hand navigation pane and then click to **Update**.



## How to create your initial disclosure

First time users of this form should click **Create Initial Disclosure**.



## How to update or recertify your disclosure

Individuals who have completed this form previously and need to recertify or update it should click **Recertify or Update Disclosure**. Click **View Last Disclosure** to review your previous disclosure form.



**Temple University**

**My Conflict of Interests**

Discloser Profile

ID	999999999
Name	Erica Alston
Title	eRA Proposal Management Specialist
Department	RESEARCH: EXECUTIVE LEADERSHIP (24010)
Division	RESEARCH OFFICE (2400)
Last Disclosure	Thursday, February 20, 2014

[View Last Disclosure](#) [Recertify or Update Disclosure](#)

## How to navigate the form

There is a navigation bar at the top of the form that will allow you to move from page to page. The **bold** font indicates your current page.

Read through the instructions on the Introduction Page and then click on the **Acknowledge & Continue** icon. Once you have done that, you will see a check mark next to the page on the navigation bar. At the top of each page, you will see an **instructions box**, which indicates the steps to complete each individual page.

General  
**Introduction Page** → Screening Questions → Entity Page → Travel Detail → Fiduciary Role → Submission Page

Navigation Bar

**TEMPLE UNIVERSITY** Conflict of Interest and Commitment Introduction Page

**INSTRUCTIONS:**  
You must acknowledge (bottom left button) that you have read this page before the entire disclosure form can be submitted.

**Completing and submitting this disclosure form is a condition of your employment under Temple University policy and procedures. This disclosure information provided in the forms will be made available only to those responsible for review. However, the information that you disclose may be subject to public release under the Freedom of Information Act, the Pennsylvania law, or lawful court order.**

**Please note: Failure to disclose required information (to the best of your knowledge) may result in delays in the review of your disclosure form; w**

This disclosure form enables you to meet the applicable Temple University policy requirements regarding consulting and conflicts, including financial conflicts of interest, Commitment and Conflict of Interest. Additionally, this form enables researchers to meet the applicable regulatory requirements for applying for Public Health Service

**For members (either faculty or non-faculty) of the Temple University School of Medicine [TUSM],** Temple University has designated the School of Medicine. For questions, please call the Associate Director of COI, Malikah Fulton, at ☎ (215) 707-1986 or email her at [coisom@temple.edu](mailto:coisom@temple.edu).

**If you are a member (either faculty or non-faculty) of a school, college or department OTHER than TUSM,** your disclosure will be handled by the Manager of the Office of the Associate Director of COI, Rosemary C. Dillon at ☎ (215) 204-7551 or email her at [coitemple@temple.edu](mailto:coitemple@temple.edu).

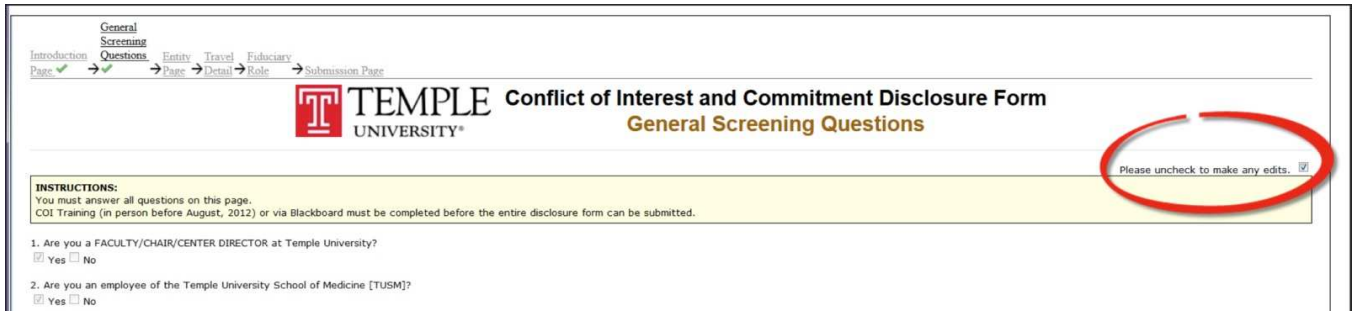
**Referenced Policies:**

Conflict of Interest - All Employees: <http://policies.temple.edu/PDF/64.pdf>  
Gifts and Conflicts of Interest - All Employees: <http://policies.temple.edu/PDF/58.pdf>  
Conflict of Interest - Faculty: <http://policies.temple.edu/PDF/129.pdf>  
Financial Conflict of Interests in Research: <http://policies.temple.edu/PDF/200.pdf>  
Conflict of Commitment and Conflict of Interest, TUSM: [http://www.temple.edu/medicine/faculty/documents/conflict\\_policy.pdf](http://www.temple.edu/medicine/faculty/documents/conflict_policy.pdf)

**Acknowledge & Continue**

## How to edit form pages

You can make changes to previous pages using the navigation bar. To go back and make changes on a completed page, you can uncheck the checkbox to make edits or changes.



General  
Screening  
Introduction Questions Entity Travel Educary  
Page → → Page → Detail → Role → Submission Page

**TEMPLE UNIVERSITY** Conflict of Interest and Commitment Disclosure Form  
General Screening Questions

**INSTRUCTIONS:**  
You must answer all questions on this page.  
COI Training (in person before August, 2012) or via Blackboard must be completed before the entire disclosure form can be submitted.

1. Are you a FACULTY/CHAIR/CENTER DIRECTOR at Temple University?  
 Yes  No

2. Are you an employee of the Temple University School of Medicine [TUSM]?  
 Yes  No

Please uncheck to make any edits.

## How to submit your form

After you complete all the required pages and they all are marked completed with the check mark, you will go to the **Submission Page** to submit your disclosure for review.

- Read the certification statement and check off the box next to it.
- Click on the **Submit** button to submit your COI Disclosure Form for review.



General  
Screening  
Introduction Questions Entity Travel Educary  
Page → → Page → Detail → Role → Submission Page ✓

**TEMPLE UNIVERSITY** Conflict of Interest and Commitment Disclosure Form  
Final Submission Page

**INSTRUCTIONS:**  
Once you certify your disclosure you need to hit the SUBMIT button at the top right corner.

I certify that this is a complete disclosure of all my current financial interests (and/or applicable professional time commitments). I have used all reasonable diligence in preparing this disclosure form and it is, to the best of my knowledge, true and complete. I understand that I have a responsibility to update this information throughout the fiscal year or during the research/program period if my circumstances change.

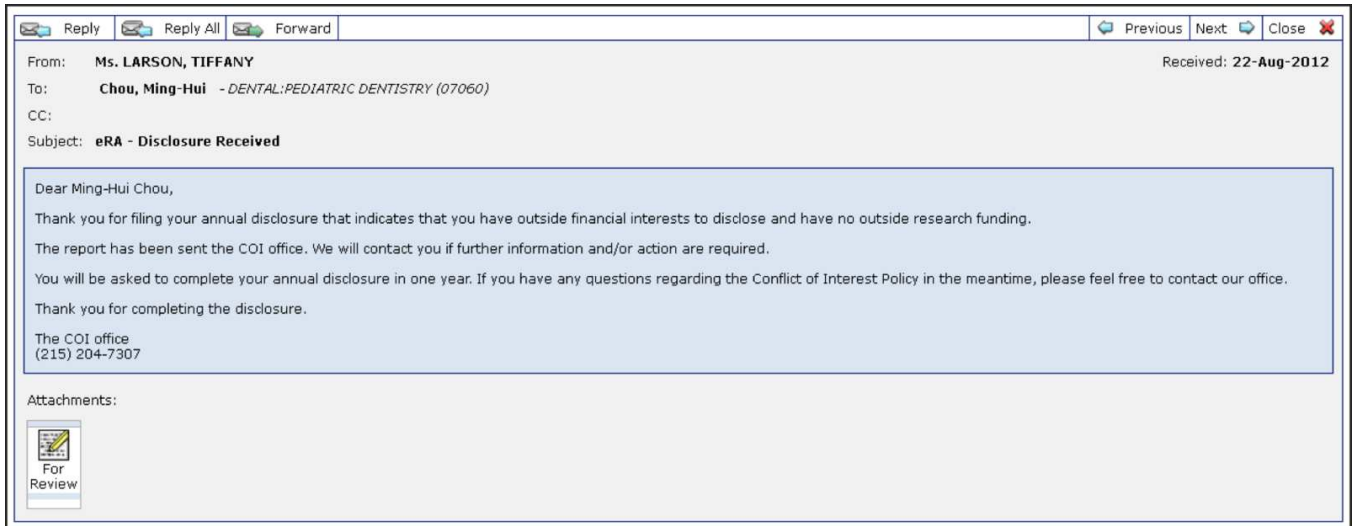
Submit

Please click the submit button to finalize your disclosure ↑

**Note:** Please **DO NOT** close the blue processing screen when the system is submitting your disclosure for review. This process may take a moment.

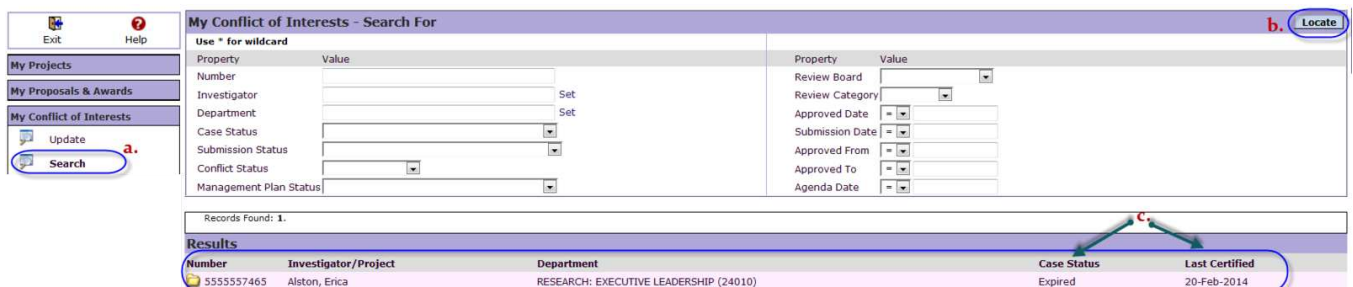
## How to know your disclosure is complete

Once the COI Disclosure Form has been successfully submitted, you will receive an email indicating that your disclosure has been received for review.



## How to look up last certification date

You can click on **Search** and then click on **Locate** to look up your COI case status and the last certified date.





## Questions

For any questions, please contact:

### **All Schools and Colleges except Lewis Katz School of Medicine**

**Phone:** (215) 204-7551

**Email:** [coitemple@temple.edu](mailto:coitemple@temple.edu).

### **For Lewis Katz School of Medicine only**

**Phone:** (215) 707-1986

**Email:** [coisom@temple.edu](mailto:coisom@temple.edu)

If you have questions regarding Temple's ERA system, please contact [era@temple.edu](mailto:era@temple.edu).