InfoEd Conflict of Interest Submission Instructions

Note: You will need a University of Colorado Denver / Anschutz Medical Campus User Name and Password to access the InfoEd Website

Creating a Submission

1. Opening the InfoEd domain
   a. Open your internet browser
   b. Type the following URL address in the appropriate space: https://era.cu.edu
   c. Click Enter

2. Login
   a. Select “Login” on Left Column
   b. Enter your UC Denver Username
   c. Enter your UC Denver Password
   d. Change the campus to “Denver”
   e. Select “Login” Button

3. Creating a New Submission
   a. Select “External Interests”
   b. Select “Update”
IF YOU HAVE NOT COMPLETED A DISCLOSURE IN INFOED FOR 2012

4. Select the “Create Initial Disclosure”

IF YOU HAVE COMPLETED A DISCLOSURE IN INFOED FOR 2012:

5. Click on

   a. “Edit/Submit Current Disclosure”

   b. Your COI disclosure for 2013 will populate with your 2012 answers (with the exception of Section 1b Educational Instructions, the Quiz will need to be re-completed). In order to change an answer in Section 2, 3, or 3a, you will need to “uncheck” the “Completed” box in the upper right-hand corner of...
each section you want to edit. After editing, you will again need to check the “Completed” box in the upper right-hand corner.

6. Complete Section I

Review the requirements of the Conflict of Interest Disclosure Form
a. If the COIC Board field is blank, please select “Conflict of Interest and Commitment Committee” from the b. drop-down box.

c. In the second text area of Section 1 there is a link to a travel disclosure. If you need to disclose travel reimbursement provided by a non-federal or non-state sponsor within 30 days of each occurrence or completed trip you will need to click the “Click Here” link to complete the travel disclosure form.

d. Mark the “Completed” Box in the upper right-hand corner.

7. Complete Section IB

Read the entire Educational Instructions on the screen. At the bottom of the educational text there are 6 questions to be completed. Once all 6 questions are answered correctly, mark the “Completed” Box in the upper right-hand corner

8. Complete Section II
a. Answer Questions 1 – 4
b. Mark the “Completed” Box in the upper right-hand corner

9. To change a response from “No” to “Yes” or from “Yes” to “No” AFTER you have marked “Completed”, simply uncheck the “Completed” box to unlock the section for edits.

NOTE: IF YOU RESPONDED “NO” TO QUESTIONS 1, 2 AND 3, YOU WILL NOT BE REQUIRED TO COMPLETE SECTION III, YOU MAY PROCEED TO SECTION IV INSTRUCTIONS, SEE STEP 26 BELOW ON PAGE 12
IF YOU RESPONDED “YES” TO QUESTIONS 1, 2 OR 3, SELECT “Section III”

*Question #4 if you answer Yes, please enter your spouse’s name in the appropriate space

10. Complete Section III

  a. Enter the Name of the Company, Organization or Entity in which you have a financial relationship.
     i. If the Name entered is already within the database, select it from the drop-down list.
     ii. If the name is not in the drop-down list, type in the full name and select “Add”

Select the Entity Name to answer the questions related to the financial relationship with the entity.
11. Answer Question 1: "In total, do you and/or your family members have: A financial interest of $5,000 or greater, an equity/ownership of 4.9% or greater in a publicly traded company, or an equity/ownership of any amount in a non-publicly traded company?"

a. If you select “No”, then mark the “Completed” box in the upper right-hand corner

b. If you select “Yes”, then Questions 3 – 14 will be become available to answer. You may have to “Save” your entry at this point to refresh the screen. Questions 3–14 will now appear.

12. Answer Question 2:
   a. Select “Who has the activity and/or financial relationship?” from drop-down list.
   b. Select “What type of Activity?” from drop-down list.
   c. Enter “Approx. number of days devoted to this activity (past 12 months)” and
   d. Enter “Approx. number of days devoted to this activity (next 12 months)”
Ex.: 12.5 would be twelve and one-half days.

e. Select "What type of financial interest?" from drop-down list.
f. Select "What is the value of the financial interest? (past 12 months)" from drop-down list values in Percent (%)
g. Select "What is the value of the financial interest? (next 12 months)" from a drop-down list. Values in Dollars
h. If you or a family member have multiple relationships with the Entity, select "Add Activity/Interest" for each relationship. Repeat the steps a-g. above.
Stock/Equity is calculated in percent ranges, while all others are calculated in dollar ranges.

Ex. A faculty member who is an Employee and Equity Owner for the same entity would enter two activities.

i. If you need to delete a relationship, select the “Delete Icon” next to the relationship you want to delete.

13. Answer Questions 3 – 5, see explanation within text box for each question:
3. Briefly describe the nature/purpose of the relationship(s) and your responsibilities for this company or organization.

List titles of positions you hold and the associated job duties. This may be from a scope of work or job description. You can upload supporting documents when you get to question 17. If the relationship is stock, you can state that here. Ex. I will serve as a senior researcher and have attached a scope of work.

4. Briefly describe where the work will be done, what resources will be required and who will provide them.

List the place where the work will be conducted and the resources to do such. For stock or equity, you can respond "N/A". Ex. I will conduct the employee duties at the company location (123 Main Street) with space and resources that COMPANY X will provide.

5. Briefly identify how, if any, this relationship relates to your institutional responsibilities (educational, research, clinical, service or administrative):

List how the outside relationship and your UC Denver relationship are related. Ex.: I conduct research at UC Denver that is in the same field/area of my research portfolio for COMPANY X. CU has licensed my patents to COMPANY X.

14. Answer Question 5: "Is this company the only source of compensation (i.e. will other entities be providing compensation on behalf of the company, organization or entity listed in this section)?" If your answer to this is YES, please type YES or N/A. in the "Identify all other funding sources" box. If you answer NO, then please list the other funding sources.

15. Answer Question 6 from drop down list: "To your knowledge, will any other UC Denver faculty, staff or student be involved with this company, organization or entity as it relates to your institutional responsibilities (educational, research, clinical, service or administrative)?"

Answer Yes or No and then name the individual if applicable.

16. Answer Question 7, from drop down list: "Does UC Denver or its affiliated entities compete with, have an adversarial relationship with, sell to, or buy from this company, organization or entity?"

Answer Yes or No and then name the individual and the type of relationship if applicable.

   a. If you select "Yes", then identify "Who"

17. Answer Question 8 by selecting all applicable relationships (you may select more than one box):

   If you select:

   - Animal Protocols
   - Human Subject Protocols
   - Other
   - One of the Sponsored Research boxes
   - or either of the UC Denver Administration or UC Denver Affiliated Entities boxes

   it will prompt additional boxes to appear for you to provide information on that activity. Please complete all questions that are on your form.
18. Answer Question 9 from drop down list: “Do you or a family member have intellectual property, applications, issued patents, inventions, licenses, or copyrights for software (including pending proposals) that were not identified in previous questions?”
If “Yes”, then describe the intellectual property and any associated payments, and, for non CU System intellectual property, explain who has the rights.

19. Answer Question 10: “Will the company, organization or entity be a subcontractor, consortium member, supplier of goods, co-sponsor, lessor, or otherwise involved (educational, research, clinical, service or administrative)? If yes, please explain:

20. Answer Question 11, “Does or will the company, organization or entity manufacture or commercialize any drug, vaccine, device, procedure, or any other product that is associated with or will predictably result from your research or be related to your clinical responsibilities?”
If yes, please explain:

21. Answer Question 12: “Are you engaged in research that involves collaborators or trainees?”
If Yes, Answer a through e below:
   a. Have you informed all participating collaborators and trainees of your research related financial interests?
   b. Collaborator/Trainee Name(s) – List all collaborators and trainees.
   c. Potential Benefits to and impacts for collaborators/trainees:
   d. Safeguards you will take to prevent your relationships with the company, organization or entity from affecting your institutional responsibilities.
   e. If collaborator/trainee has relationship with the company, organization or entity, please describe (to the best of your knowledge):

22. Answer Question 13: “Please provide recommendations you have to eliminate, reduce or manage perceived/potential conflicts of interest and/or commitment. (If none, please state so).”

23. Answer Question 14: If you have documents (i.e., consulting agreements, intellectual property agreements, equity document(s) related to your financial relationship with this entity that would assist in the review to eliminate, reduce or manage perceived/potential conflicts of interest and/or commitment, please attach them below. You may attach up to 3 documents.
BEFORE UPLOADING, SELECT “Save” TO RECORD YOUR ANSWERS FOR QUESTIONS 1 THROUGH 13.

a. Upload by selecting the “Upload” icon.
b. Locate document/file by selecting the “Browse” button.
c. Select the document/file from the listing of available files
d. Select “Open” button.
e. Upload the document/file by selecting the “Upload” button.

24. Mark the “Completed” Box in the upper right-hand corner for Section IIIA

25. Next, return to Section III
   a. If you have NO additional relationships with other Entities, mark the “Completed” Box in the upper right-hand corner
   b. If you have additional relationships with other Entities, repeat as needed.

26. Complete Section IV
   a. Select “Section IV” View with Completed Section III
   b. Review the Certification Statement of the Conflict of Interest Disclosure Form
   c. Mark the “Completed” Box in the upper right-hand corner
   d. The Database will save your information.
   e. Select “Submit”
   f. Wait for the Database to Save the Submitted COI Disclosure Form. After it has completed you will be able to save or print a “PDF” version of your Completed COI Disclosure Form by Selecting “PDF”.

Page 11 of 12
You can view the last disclosure you submitted by selecting “View Last Disclosure”
You have completed your COI Disclosure Form. To exit from the InfoEd COI Module, select “Exit”

CONGRATULATIONS!
You have completed and successfully submitted your COI Disclosure Form.