

Login to AURA COI

Access by Email

1. Access your COI Disclosure Form by clicking on the link in your AURA COI notification email.
2. Enter your CNet ID and password.



AURA THE UNIVERSITY OF CHICAGO

Date: 7/21/2016 2:21 PM
To Discloser:

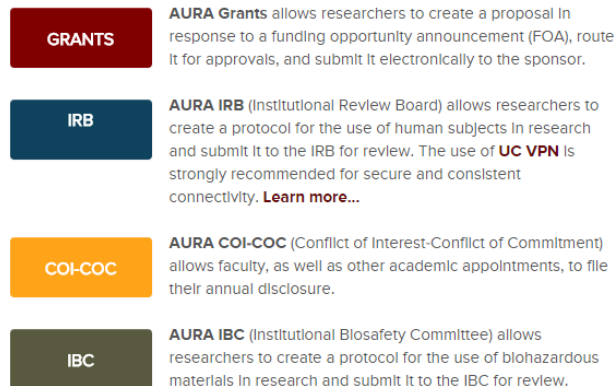
Current State: PreSubmission
Disclosure Link: Annual Disclosure for 2016
Descriptive Text: Your annual Conflict of Interest/Conflict of Commitment Disclosure form is ready for you to complete. Please click on the above link to complete your disclosure as soon as possible.
Contact AURA-Help@uchicago.edu with any questions.

For more information: AURA.UCHICAGO.EDU or contact the AURA Help-Desk at AURA-Help@uchicago.edu. This is an automated notification best viewed in html. **Please do not reply to this email.**

Access via AURA Project Page

1. Go to the AURA Project Page (aura.uchicago.edu).
2. Click on the COI-COC Login Button.
3. Enter your CNet ID and password.

AURA Module Logins



GRANTS AURA Grants allows researchers to create a proposal in response to a funding opportunity announcement (FOA), route it for approvals, and submit it electronically to the sponsor.

IRB AURA IRB (Institutional Review Board) allows researchers to create a protocol for the use of human subjects in research and submit it to the IRB for review. The use of **UC VPN** is strongly recommended for secure and consistent connectivity. **Learn more...**

COI-COC AURA COI-COC (Conflict of Interest-Conflict of Commitment) allows faculty, as well as other academic appointments, to file their annual disclosure.

IBC AURA IBC (Institutional Biosafety Committee) allows researchers to create a protocol for the use of biohazardous materials in research and submit it to the IBC for review.

HOW TO SUBMIT YOUR ANNUAL FINANCIAL CONFLICT OF INTEREST DISCLOSURE FORM

Begin Your Disclosure

1. Click the **Name of Your Disclosure** to open your disclosure for edit.
2. Click the **“Edit Disclosures”** button on the left side of the page to begin.

Page for Jimmy Doe

Get started (new)

How to complete your COI Disclosure Certification

1. Under "My Current Disclosure" click on "Annual Disclosure for [Your Name]";
2. Once the Disclosure Certification page has loaded, select "Edit Disclosures" on the left panel under "Disclosure Status";
3. After the introduction and information on "What to Disclose", you will be asked to indicate whether you will engage in external commercial activities this year. Select "Yes" or "No" as applicable.
 - a. If you select "No" (I will not engage) you will be taken to a sign-off and submission page.
 - b. If you select "Yes" (I will engage) you will be directed to a page so that you can disclose your engagements for the current year.
4. If you are employed at the University of Chicago Medical Center, you will be asked to complete additional form pages.

Should you need assistance, please contact the AURA Help Desk at aura-help@uchicago.edu

My Current Disclosure

Name	Last Name	First Name	Home Unit	Status	Modified Date	Date Submitted	Role	Has Management Plan
Annual Disclosure for Jimmy Doe 2016	Doe	Jimmy	Student	PreSubmission	8/24/2016 11:21 AM		UC	No

My Management Plans

Filter by ID Go Clear Advanced

No data to display.

Disclosure Status

PreSubmission

[Edit Disclosures](#)

[Printer Version](#)

Other Activities

[Log Public Comment](#)

Help

(PreSubmission)

Disclosure Certification: Annual Disclosure for Jimmy Doe 2016

Discloser:	Jimmy Doe	Disclosure Status:	PreSubmission
Home Unit:	Student	Date Created:	8/24/2016 11:21 AM
COI CITI Training Date:		Date Submitted:	
		Type:	Annual Disclosure
		ID:	DC00024130

[Disclosure Instructions](#) [History](#) [Change Tracking](#) [Management Plans](#) [Acknowledgement Letters](#)

Instructions

To get started with your disclosure, click on the "Edit Disclosures" button on the left navigation panel.

HOW TO SUBMIT YOUR ANNUAL FINANCIAL CONFLICT OF INTEREST DISCLOSURE FORM

Edit Your Disclosure

Introduction Page

1. Read the Introduction page.
2. Then click "**Continue.**"

What to Disclose Page

1. Read what must be disclosed to the University of Chicago.
2. If you have financial interests or outside activities that should be disclosed, click "**Yes.**"
3. If you have nothing to disclose, click "**No.**"
4. Click "**Continue.**"

Notes:

If you select "**No,**" you will be directed to the **Sign Off and Certification Page.**

If you are unsure if a financial interest or outside activity should be disclosed, please contact the COI Office at coi@lists.uchicago.edu for clarification.

Annual Disclosure for Jane Doe 2016

Introduction

The University of Chicago Annual Conflict of Interest Disclosure

Discloser Name: Jane Doe

Welcome to the University of Chicago AURA Conflict of Interest System. You will be asked to respond to a variety of questions in the following views based on the Conflict of Interest policy(s) and regulatory reporting requirements that apply to you.

Participation in outside professional or commercial activities makes important direct and indirect contributions to the strength and vitality of the University and the medical center. It is essential, however, to have policies in place to guard against inappropriate or excessive outside interests or participation. It is also essential to protect the integrity and objectivity of our work, whether for research and scholarship carried out at the University or in the decisions made by leadership of the medical center.

Additionally, the University of Chicago Medicine requires actual and potential conflicts of interest to be disclosed annually in compliance with the Conflict of Interest Policy and to meet reporting requirements for the IRS Form 990 and Medicare Cost Report. This system integrates the University and University of Chicago Medicine disclosure requirements into one disclosure process.

Click CONTINUE to confirm you are ready to complete your Disclosure.

<< Back | Save | Back | Hide/Show Errors | Print... | Jump To: Introduction >> **Continue >>**

Annual Disclosure for Jane Doe 2016

UC - What to Disclose

Conflict of Interests

Under the Policy, you are responsible for disclosing to the University, via this website, all of your **Significant Financial Interests** (note: the University of Chicago defines "significant" as any value greater than \$0) and those of your Family Members (Spouse or University-registered Domestic or Civil Union Partner, or Dependent Children) that could reasonably appear to affect the design, conduct or reporting of your research or your performance of other Institutional Responsibilities. Put another way, if you or one of your Family Members have a Significant Financial Interest that does or could reasonably appear to affect your research, teaching or other University activities or duties, then disclosure on this website is required.

What Must Be Disclosed

You must disclose all Significant Financial Interests, regardless of value or amount, which could reasonably appear to affect the design, conduct, or reporting of your research or your performance of your Institutional Responsibilities. Significant Financial Interests include, but are not limited to the following:

- Salary from goods, employment or other payments for services (e.g., consulting fees, honoraria, editorial boards, etc.), regardless of amount, except if paid by the University of Chicago (or NorthShore University HealthSystem if applicable)
- Royalties from the University of Chicago or outside companies or organizations, regardless of amount
- Equity interest in companies (e.g. stock, stock options or other ownership interests), regardless of value
- Intellectual Property Rights that have resulted in a patent, patent application, copyright and/or license
- Gifts
- Travel sponsored or reimbursed by industry, for profit organizations, or international governments
- Other Significant Financial Interest not described above

Exclusions to Conflict of Interest Disclosures

Please note that Significant Financial Interests do not include the following:

- Income from seminars, lectures, or teaching engagements sponsored by governmental or nonprofit entities
- Income from service on advisory committees or review panels for governmental or nonprofit entities
- Investments such as mutual funds and retirement annuities do not need to be disclosed as long as the investment decisions in the underlying assets held by the mutual fund or annuity are not made by you.

Should You Disclose?

- If any of the items listed above, under What to Disclose, apply or will apply to you in this academic year, click Yes.
- If the items do not apply, click No.

*** Will you engage in any of the activities described above, under What to Disclose, from July 1 to June 30th of the current academic year?**

Yes No

<< Back | Save | Back | Hide/Show Errors | Print... | Jump To: What to Disclose >> **Continue >>**

HOW TO SUBMIT YOUR ANNUAL FINANCIAL CONFLICT OF INTEREST DISCLOSURE FORM

UC-Disclosure Details Page

New Disclosure

1. Click **“New Disclosure”** to add a new organization.
2. A pop-up box will appear that will allow you to input the organization’s name.
 - ✓ Click **“Select”** to search for the name of the company from a list.
 - ✓ If the name of the organization is not listed, enter the name in the box below.
3. Click **“OK”** once the name is listed.
4. Select the types of significant financial interests or outside activities you have with the selected organization. Then click **“Continue.”**

Note: If you have any questions about adding a new organization, click the blue training bar to reveal additional information.

Annual Disclosure for _____

UC - Disclosure Details

You are seeing this page because you indicated that you, or a family member, have significant financial interests (or outside professional or commercial activities with outside organizations or companies) to disclose to the University.

Disclosure details are collected **per organization**. Use the below table to disclose your significant financial interests occurring during the current academic year.

How to edit your Financial Interests...

Add

1. Click the [New Disclosure] button to add an organization with which you have Significant Financial Interests.
2. Select the type(s) of significant financial interest(s) or outside activity(ies) with the selected organization.
3. Complete the details for each selected type.

Carry over

Update

Delete

New Disclosure

Company	Previous Year	Current Year	Delete
There are no items to display			

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Disclosure Details >> Continue >>

Create New Disclosure

External organization: If you are not sure which division of the large multinational to choose, select the most general entry.
Takeda Chemical Industries.

Or if you cannot find the organization in the above list, enter the name as text here:

UC Disclosure - General Information

You are receiving this view because you indicated in the previous view that you or a Family Member have significant financial interests or outside professional or commercial activities with an outside organization or company to disclose to the University.

1. *** External Organization:** Takeda Chemical Industries.
or
If you cannot find the organization in the above list, enter the name as text here:
2. *** Select the type(s) of significant financial interest or outside activity you or your Family Members have with this external organization:**

Type
<input type="checkbox"/> Consulting, advisory, data safety monitoring or scientific advisory board
<input type="checkbox"/> Guest Speaking
<input type="checkbox"/> Speakers Bureau
<input type="checkbox"/> Editorial compensation
<input type="checkbox"/> Equity (stock, stock options or other ownership interests)
<input type="checkbox"/> Intellectual Property Rights (patents, patent applications, copyrights, licenses and royalties from such rights)
<input type="checkbox"/> Sponsored Industry Travel
<input type="checkbox"/> Board of Directors compensation
<input type="checkbox"/> Gift
<input type="checkbox"/> Other significant financial interest or outside professional or commercial activity

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Disclosure General Information >> Continue >>

HOW TO SUBMIT YOUR ANNUAL FINANCIAL CONFLICT OF INTEREST DISCLOSURE FORM

Question #1

1. Click **"Add"** to enter the details for each significant interests or outside activities that you have selected.
2. A pop-up box will appear. You will need to enter the following information for each entry:
 - ✓ Date of transaction
 - ✓ Amount
 - ✓ Description of how this interest or activity is related to your research
 - ✓ Additional comments
3. Click **"OK"** on the pop-up box after entering the details OR click **"OK and Add Another"** if you need to enter more.

Question #2

1. Enter the total amount of days you spent working for this company for that particular financial interest or outside activity.
2. Click **"Continue."**

Notes:

You will not be able to submit your disclosure without answering all of the required questions within the pop-up box.

Dates should fall within the current reporting period. If a transaction is on-going (i.e. stock ownership) or you are unsure of the date, use today's date.

You will need to do this for each organization and each financial interests or outside activities selected.

UC Disclosure - Consulting, Advisory, Data Safety Monitoring or Scientific Advisory Board information for Takeda Chemical Industries.

You are receiving this view because you indicated in the previous view that you or a Family Member has significant financial interests or outside professional or commercial activities to disclose.

1.
 - * Click the **Add** button to enter information for each Consulting, Advisory, Data Safety Monitoring or Scientific Advisory Board transaction which you or your Family Members have been involved with. If you receive recurring or multiple payments, you may make one entry with the latest known or approximate date and the aggregate amount received. In the comments box, provide all applicable details of the outside relationship or activity. For date of transaction, if only the month and year are known, enter the 1st of the month (e.g. MM/01/YYYY).
 - * If your consulting involved travel expenses, please enter those expenses as a "Sponsored Industry Travel" financial interest.

Date	Amount	Relationship of the Recipient to You	Relationship to Research	Comments
There are no items to display				

2.

- * During the current academic year, how many days have you spent working for this company for the transactions noted above. Enter a decimal amount for partial days. (e.g. 0.25, 1, 1.5)

Save | Back | Hide/Show Errors | Print... | Jump To: Consulting or Advisory Compensation

Continue >>

Add UC Disclosure Details

Click OK when you have finished entering the information below for the current company. Click OK and Add Another if you have additional Consulting, Advisory, Data or Scientific Advisory Board information to enter for this company.

* **Date of Transaction:**

* **Amount (Enter 0 if unknown):**

* **Relationship of the Recipient to You:**

* **Please describe how this is related to Research:**

* **Comments:**

Enter a date that is within this reporting year. If you do not know the specific date of the transaction or the transaction is ongoing, you may use today's date.

* Required

OK OK and Add Another Cancel

HOW TO SUBMIT YOUR ANNUAL FINANCIAL CONFLICT OF INTEREST DISCLOSURE FORM

If you have previously submitted your disclosure, you will notice that they are also listed.

To Add Previously Listed Disclosures

1. Click the **+ button** under the Current Year.
2. A copy of the previous year's amount will be listed under Current Year. You must click the yellow link **"Needs Review"** to edit the entry.
5. Select the type(s) of significant financial interests or outside activities with the selected organization. Then click **"Continue."**

Question #1

1. To delete previous entries, click **"Delete."**
2. To edit your previous entries, click **"Update."**
3. A pop-up box will appear. You will need to modify and verify the following information for each previous entry:
 - ✓ Date of transaction
 - ✓ Amount
 - ✓ Description of how this interest or activity is related to your research
 - ✓ Additional comments
4. Click **"OK"** on the pop-up box after entering the details OR click **"OK and Add Another"** if you need to enter more.
4. Click **"Add"** to enter new entries.
5. Answer the questions in the pop-up box.

Question #2

1. Enter the total amount of days you spent working for this company for that particular financial interest or outside activity.
2. Click **"Continue."**

The screenshot shows the 'UC - Disclosure Details' page. At the top, there is a section titled 'How to edit your Financial Interests...' with a blue bar containing 'Add' and 'Carry over' buttons. Below this, there are instructions: '1. Use the [E] button if you will continue your relationship with the selected organization in this reporting year.' and '2. Use the yellow link "Needs Review" to complete your entry. You will be asked to enter transaction dates, as well as you can edit amounts, relationship, comments, etc.'

The main table shows a disclosure for 'Takeda Pharmaceuticals' with a 'Previous Year' amount of '\$500 View' and a 'Current Year' amount of '\$500'. A red box highlights the '+ button' under the 'Current Year' column. Below the table, there are navigation buttons: '<< Back', 'Save | Exit | Hide/Show Errors | Print...', 'Jump To: Disclosure Details >', and 'Continue >>'.

Below the table, there is a section titled 'UC Disclosure - Consulting, Advisory, Data Safety Monitoring or Scientific Advisory Board Information for Takeda Pharmaceuticals'. It contains instructions: '1. * Click the Add button to enter information for each Consulting, Advisory, Data Safety Monitoring or Scientific Advisory Board transaction which you or your Family Members have been involved with. If you receive recurring or multiple payments, you may make one entry with the latest known or approximate date and the aggregate amount received. In the comments box, provide all applicable details of the outside relationship or activity. For date of transaction, if only the month and year are known, enter the 1st of the month (e.g. MM/01/YYYY).' and '* If your consulting involved travel expenses, please enter those expenses as a "Sponsored Industry Travel" financial interest.'

Below the instructions, there is a table with columns: 'Add', 'Date', 'Amount', 'Relationship of the Recipient to You', 'Relationship to Research related to research', 'Comments', and 'Delete'. The first row shows 'Update' (with a red 'Required' label), 'Date', '\$500.00', 'Self', 'Relationship to Research related to research', 'Comments', and 'Delete'. A red arrow points to the 'Delete' button.

Below the table, there is a question: '2. * During the current academic year, how many days have you spent working for this company for the transactions noted above. Enter a decimal amount for partial days. (e.g. 0.25, 1, 1.5)'. The input field contains '2'.

At the bottom, there are navigation buttons: '<< Back', 'Save | Exit | Hide/Show Errors | Print...', 'Jump To: Consulting or Advisory Compensation >', and 'Continue >>'.

Notes:

If you have any questions about adding previously listed disclosures, click the blue training bar to reveal additional information.

Previously listed dates will not be listed. Dates must be updated.

HOW TO SUBMIT YOUR ANNUAL FINANCIAL CONFLICT OF INTEREST DISCLOSURE FORM

Review Disclosure Details

1. Review each entry listed.
2. If you need to update, click the **“Update”** link.
3. If you need to delete, click the **“Delete”** button.
4. Click **“Continue.”**

Notes:

Please note that only values listed under Current Year will be reviewed by the COI Office.

Previous entries cannot be deleted. They serve as a reference for you and will not be reviewed by the COI Office.

Annual Disclosure for Jane Doe 2016

UC - Disclosure Details

You are seeing this page because you indicated that you, or a family member, have significant financial interests (or outside professional or commercial activities with outside organizations or companies) to disclose to the University.

Disclosure details are collected per organization. Use the below table to disclose your significant financial interests occurring during the current academic year.

How to edit your Financial Interests...

Company	Previous Year	Current Year	Delete
Robert Wood Johnson Foundation	\$2731614 View	\$909999 Update	<input type="button" value="COI"/>
Takeda Chemical Industries.	N/A	\$0 Update	<input type="button" value="COI"/>
University of Washington	\$480 View	<input type="button" value="+"/>	

Navigation: << Back | Save | Exit | Hide/Show Errors | Print... | Jump To: Disclosure Details | Continue >>

Example: University of Washington is not listed on the current disclosure and will not be reviewed by the COI Office. Robert Wood Johnson Foundation and Takeda Chemical Industries are listed on the current disclosure and will be reviewed by the COI Office.

UC-Research Page

1. Select **“Yes”** if you receive PHS funding.
2. Select **“No”** if you do not receive PHS funding.
3. Click **“Continue.”**

Annual Disclosure for Jane Doe 2016

UC - Research

You are receiving this page because you indicated in the previous page that you had significant financial interests or outside professional or commercial activities to disclose to the University.

* During the current academic year did you receive any Public Health Service (PHS) funding (e.g., NIH, which is made up of 27 different institutes, CDC, FDA, HHS, AHRQ, ATSDR, IHS and SAMHSA) for which you were key personnel (i.e., contributed to the design, conduct and/or reporting of the research)?

Yes No

Navigation: << Back | Save | Exit | Hide/Show Errors | Print... | Jump To: Research Activity | Continue >>

Sign Off and Certification Page

If you are ready to submit your disclosure:

1. Click "Yes."
2. Then click "Finish."

Note: You will not be able to submit your disclosure if you have not answered all of the required questions.

Annual Disclosure for Jane Doe 2016

Sign off and Certification

- I have reviewed a copy of the Conflict of Interest policy(s) which applies to me.
- All information is correct and complete to the best of my knowledge.
- I will provide any additional information as requested by the University or University of Chicago Medicine.
- If any changes take place, I will report them within 30 days.

*** Are you ready to submit your Disclosures(s) now?**

Select **Yes** and click **[Finish]** if you are ready. Otherwise, select **No** and click **[Finish]**. By selecting Yes, you confirm that you agree with the above statements, and all of your disclosures are up-to-date.

Yes No

Save | Hide/Show Items | Print... | Jump To: Sign off and Certification