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 and then click Log In on the left hand side of the screen.

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

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

How to begin your disclosure

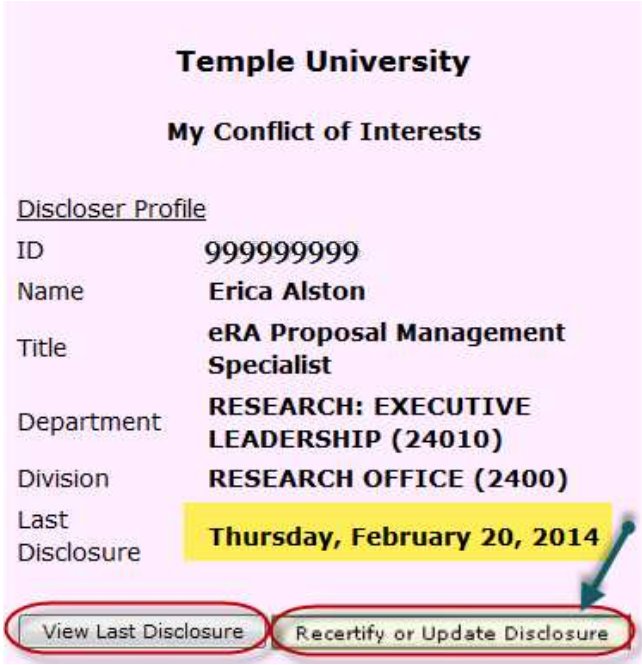
Temple's Conflict of Interest Disclosure Form is available under the **My Conflict of Interests** tab. To begin this process, click on the **My Conflict of Interests** tab on the left hand navigation pane and then click to Update.

How to create your initial disclosure

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

How to update or recertify your disclosure

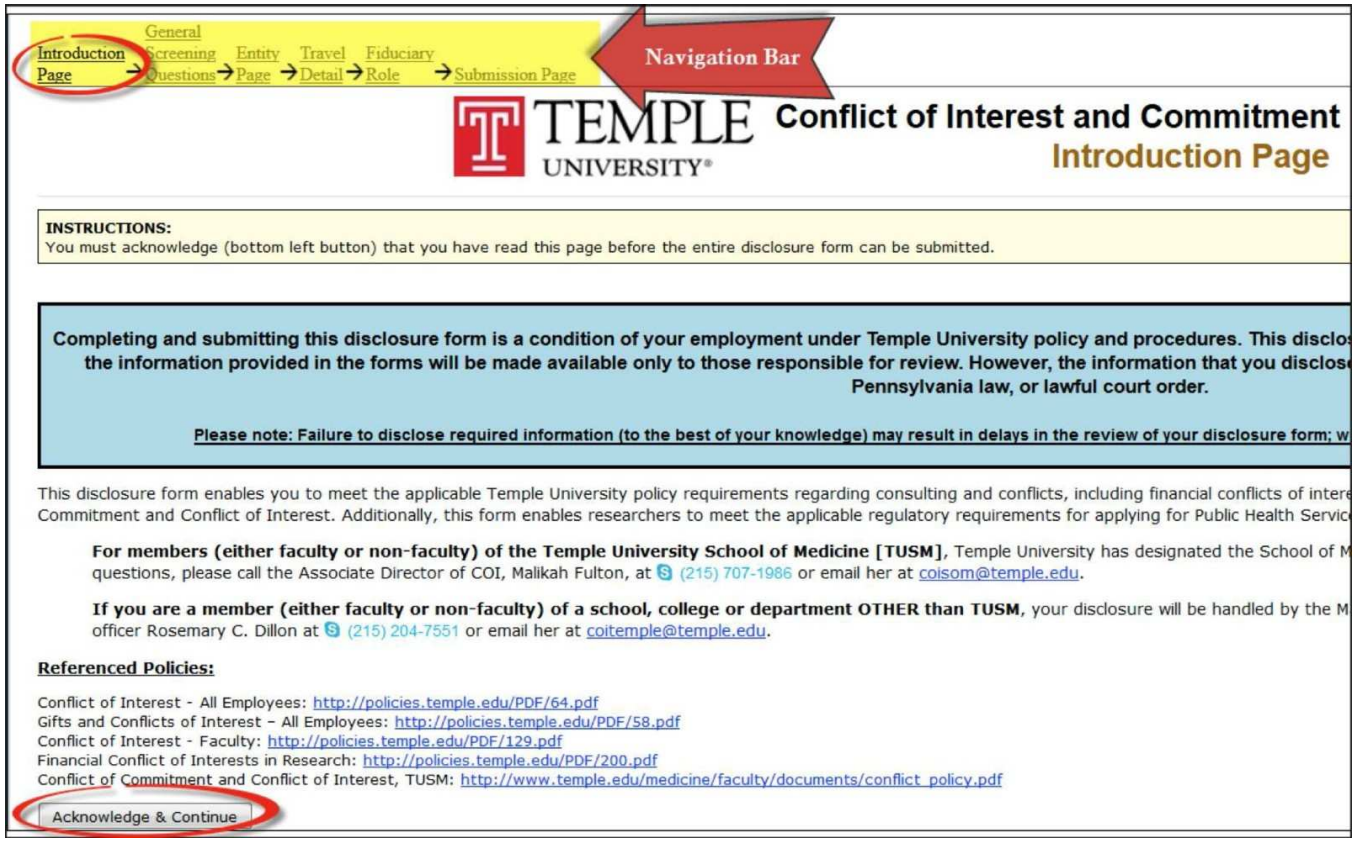
Individuals who have completed this form previously and need to recertify or update it should click **Recertify or Update Disclosure**. Click **View Last Disclosure** to review your previous disclosure form.



How to navigate the form

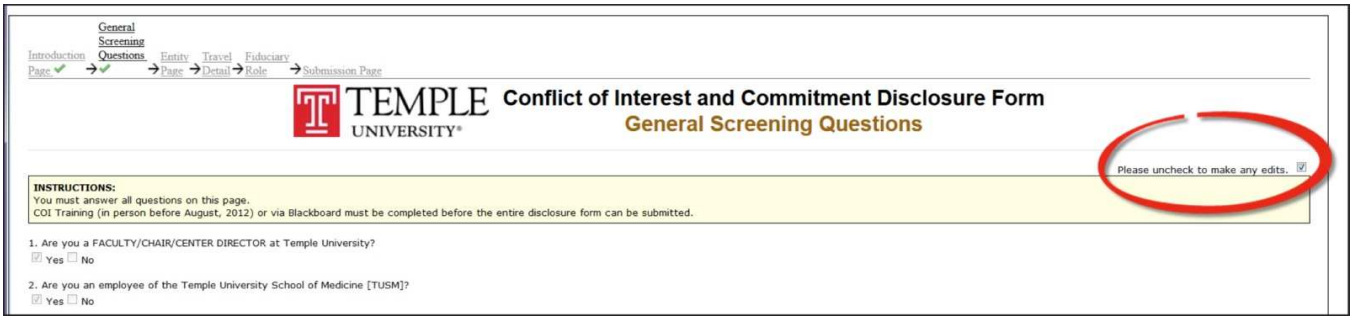
There is a navigation bar at the top of the form that will allow you to move from page to page. The **bold** font indicates your current page.

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.



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.



How to submit your form

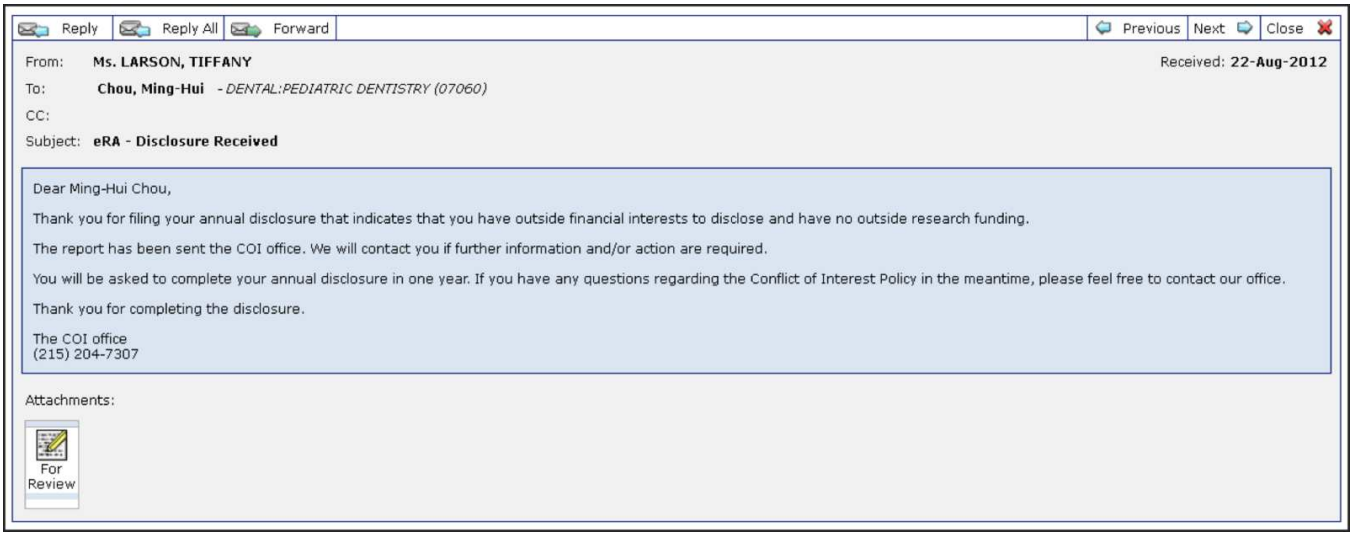
After you complete all the required pages and they all are marked completed with the check mark, you will go to the **Submission Page** to submit your disclosure for review.

- 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.

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

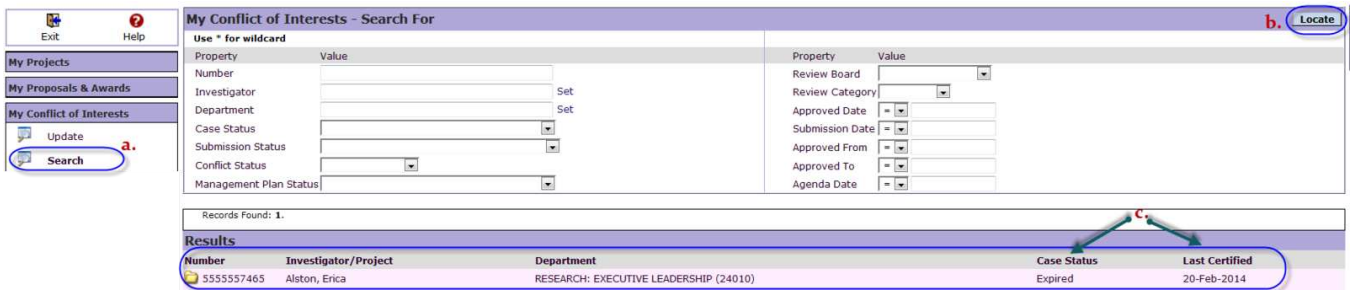
How to know your disclosure is complete

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:

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If you have questions regarding Temple's ERA system, please contact era@temple.edu.