

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 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**.


A screenshot of the "Temple University My Conflict of Interests" form. The form displays a user profile with the following information:

Discloser Profile	
ID	999999999
Name	MING-HUI CHOU
Title	eRA Training Specialist
Department	RESEARCH: EXECUTIVE LEADERSHIP (24010)
Division	RESEARCH OFFICE (2400)
Last Disclosure	

At the bottom of the form, there is a button labeled "Create Initial Disclosure". The button is highlighted with a blue oval, and a green arrow points to it from the right.

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.



The screenshot shows a web interface for Temple University's conflict of interest disclosure. The page title is "Temple University My Conflict of Interests". Below the title is a section titled "Discloser Profile" with the following information:

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

At the bottom of the form, there are two buttons: "View Last Disclosure" and "Recertify or Update Disclosure". Both buttons are circled in red. A blue arrow points from the "Recertify or Update Disclosure" button towards the "Last Disclosure" date field.

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 is subject to 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.

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 Medical Officer Rosemary C. Dillon at ☎ (215) 204-7551 or email her at coitemple@temple.edu.

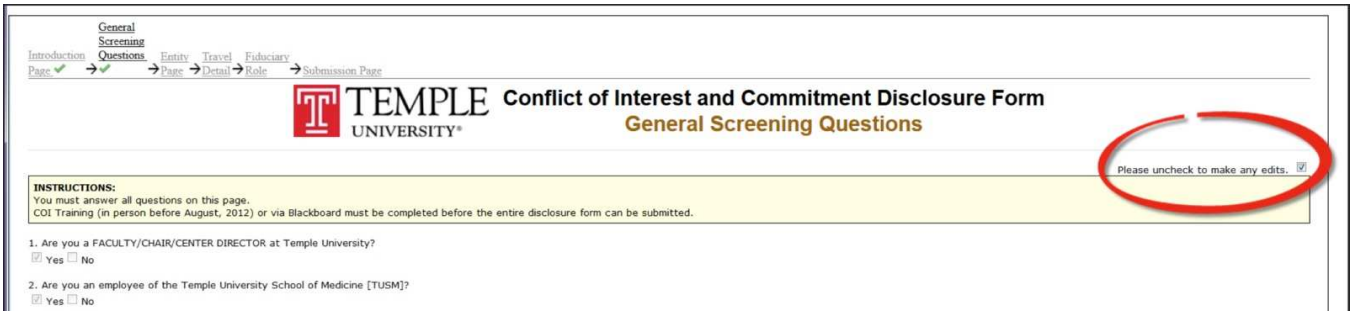
Referenced Policies:

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

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

Please uncheck to make any edits.

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

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

Please click the submit button to finalize your disclosure ↑

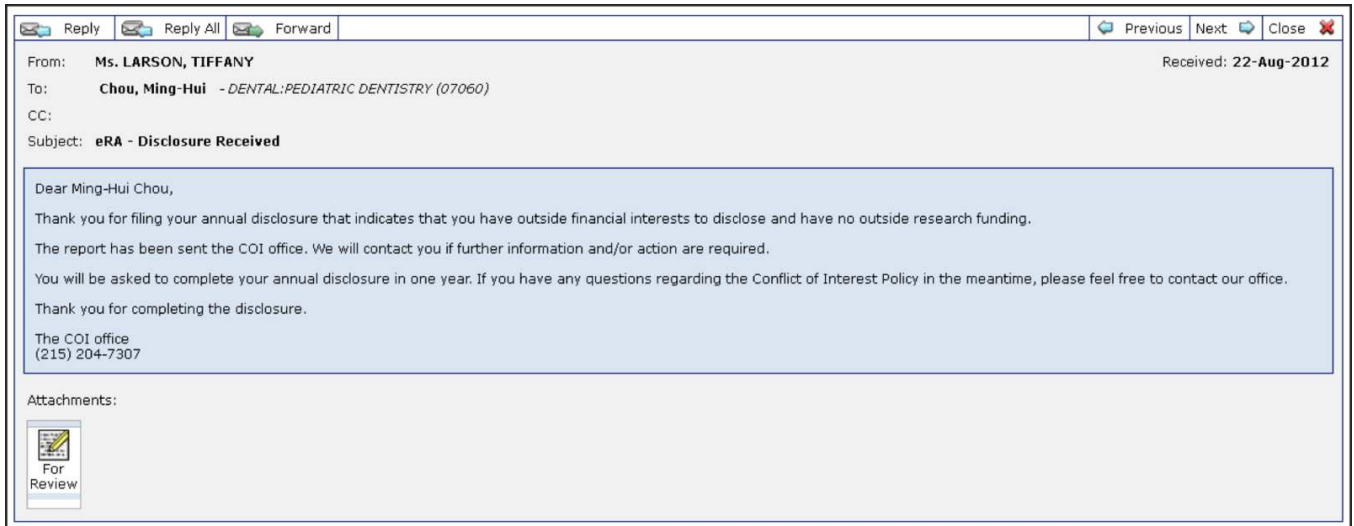
INSTRUCTIONS:
Once you certify your disclosure you need to hit the SUBMIT button at the top right corner.

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.

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

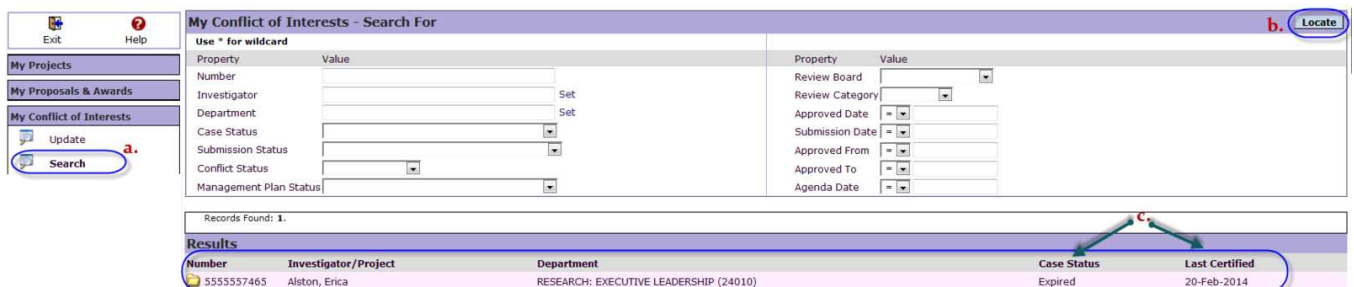
How to know your disclosure is complete

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 Dwayne King

Phone: (215) 707-7819

Email: coitemple@temple.edu.

For Lewis Katz School of Medicine only

Phone: (215) 707-1986

Email: coisom@temple.edu

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