

INSTRUCTIONS FOR ADDING AN AWARD/PROPOSAL, NON-SPONSORED ACTIVITY OR IRB PROTOCOL
NOT ALREADY LINKED TO YOUR COI DISCLOSURE

- ❖ **STEP 1:** Log in to the [COI Disclosure System](#) using your NetID and Password
- ❖ **STEP 2:** Select "Modify/Recertify Disclosure"

View Submitted Disclosure

Disclosure Options: **Modify / Recertify Disclosure** | View Summary | Expand All |

- ❖ **STEP 3:** Select either 1) "Add Award/Proposal", 2) "Add Non-Sponsored (Un-sponsored Activity)" or 3) "Add IRB Protocol"

Proposals/Awards
No Awards or Proposals have been added
There are no active projects associated with your disclosure at this time.

Non-Sponsored (Un-sponsored Activity): Use this section to enter Non-Sponsored activity information
No Non-Sponsored (Un-sponsored Activity) added

Institutional Review Board Protocols (Please use this section to enter IRB Protocols.)
No IRB Protocols have been added

- ❖ **STEP 4:** Complete the Project Questionnaire displayed then Click "Save".

- ❖ **STEP 5:** Repeat **STEP 2** above selecting the appropriate category until all projects have been disclosed

- ❖ **STEP 6:** Complete the "Certification" section.

Certification

I certify under penalty of perjury under the laws of the State of Arizona that I have used all reasonable diligence in preparing this statement and that it is true and complete to the best of my knowledge. **These disclosure requirements apply to ALL foreign entities, including, but not limited to, employment and/or payments from any foreign entity.**

- ❖ **STEP 7:** "Save and Submit" to complete updates to your COI Disclosure.

Certification

I certify under penalty of perjury under the laws of the State of Arizona that I have used all reasonable diligence in preparing this statement and that it is true and complete to the best of my knowledge. **These disclosure requirements apply to ALL foreign entities, including, but not limited to, employment and/or payments from any foreign entity.**