How to Guide: UCCS COI Disclosure

This is an example of a completed disclosure showing ALL possible questions. Please use this as a reference guide when filling out your disclosure.

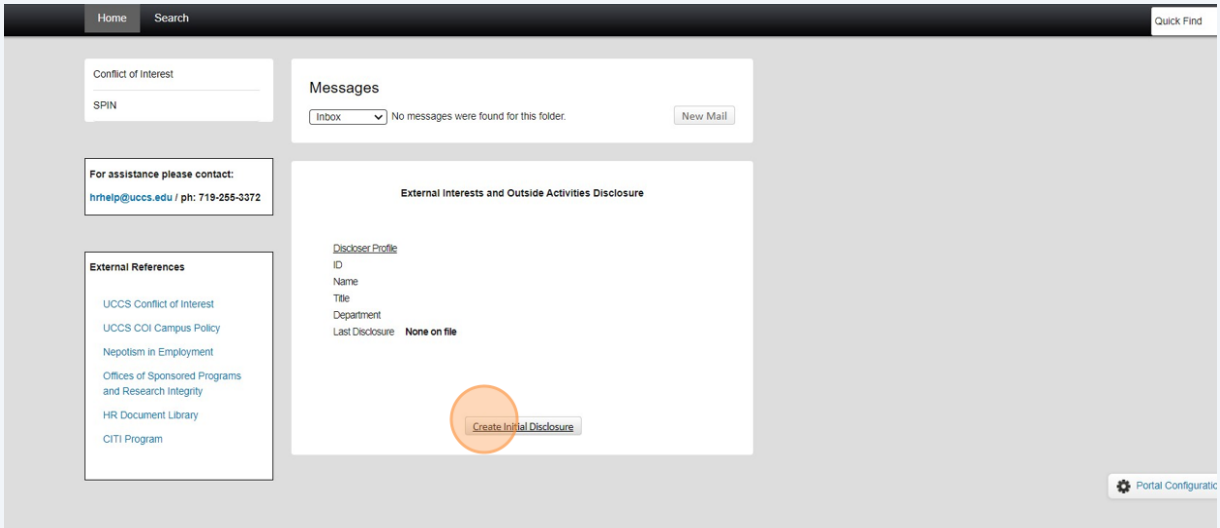
- Complete the eform
- Trouble completing the eform (mandatory pop up)
- Print Current Disclosure
- View Last Disclosure
- Check email messages
- Setting portal Preferences
- Re-Certify COI Disclosure

Create Initial COI Disclosure

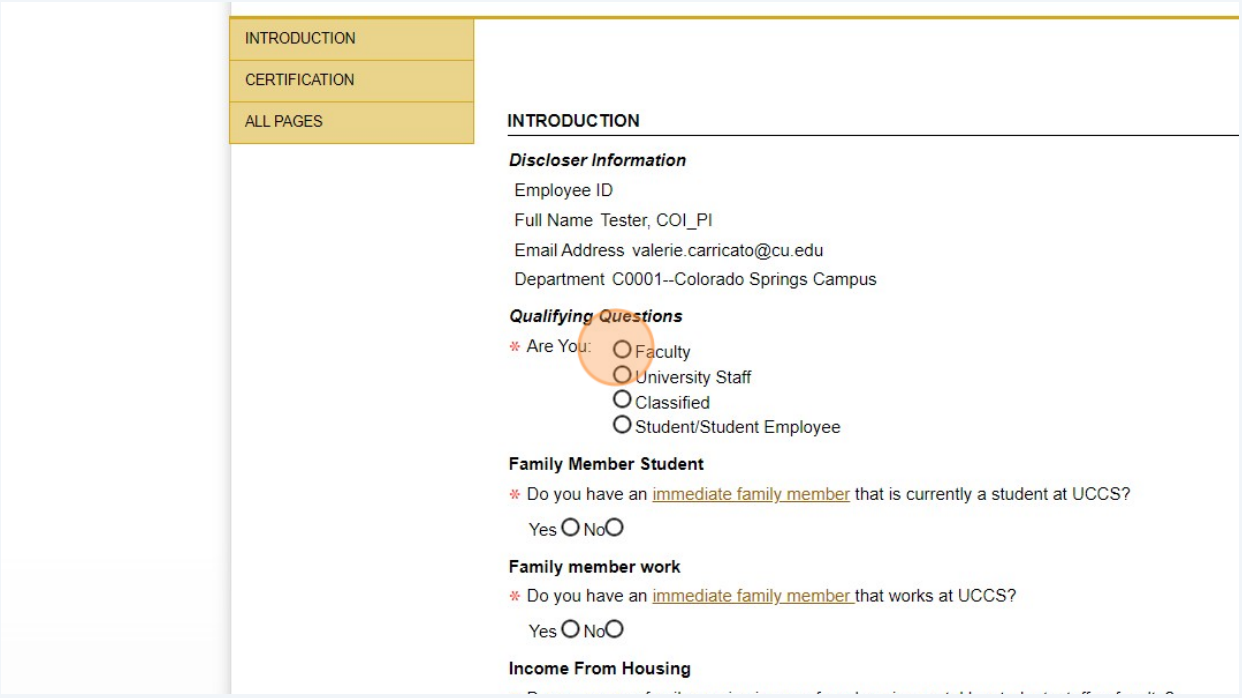
Back to first page

1 Navigate to https://era.cu.edu/EnableWeb/Portal/Home#

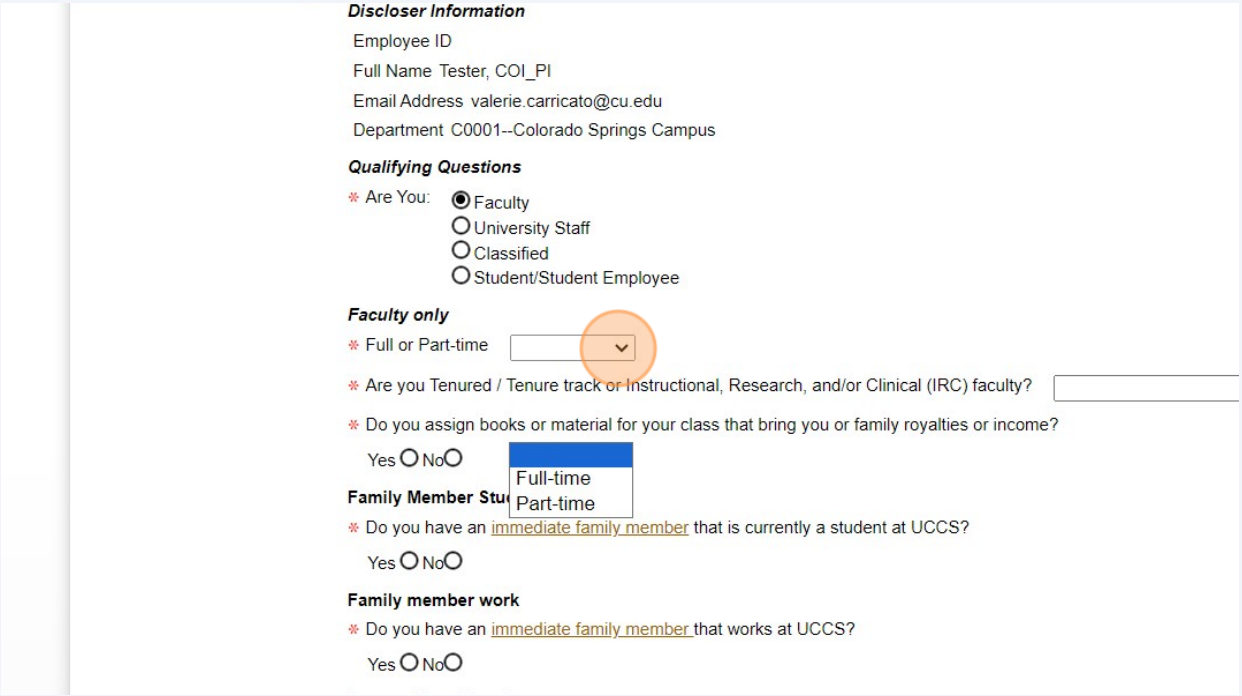
2 Click "Create Initial Disclosure"



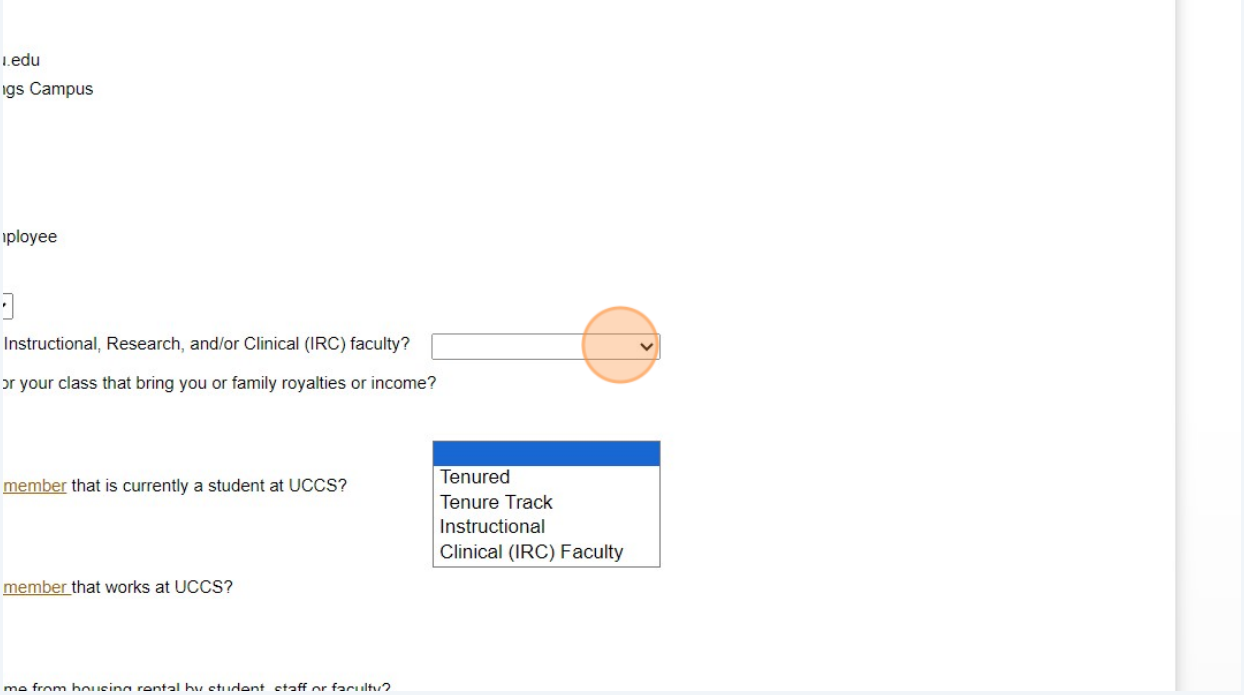
3 Click the "Faculty" field.



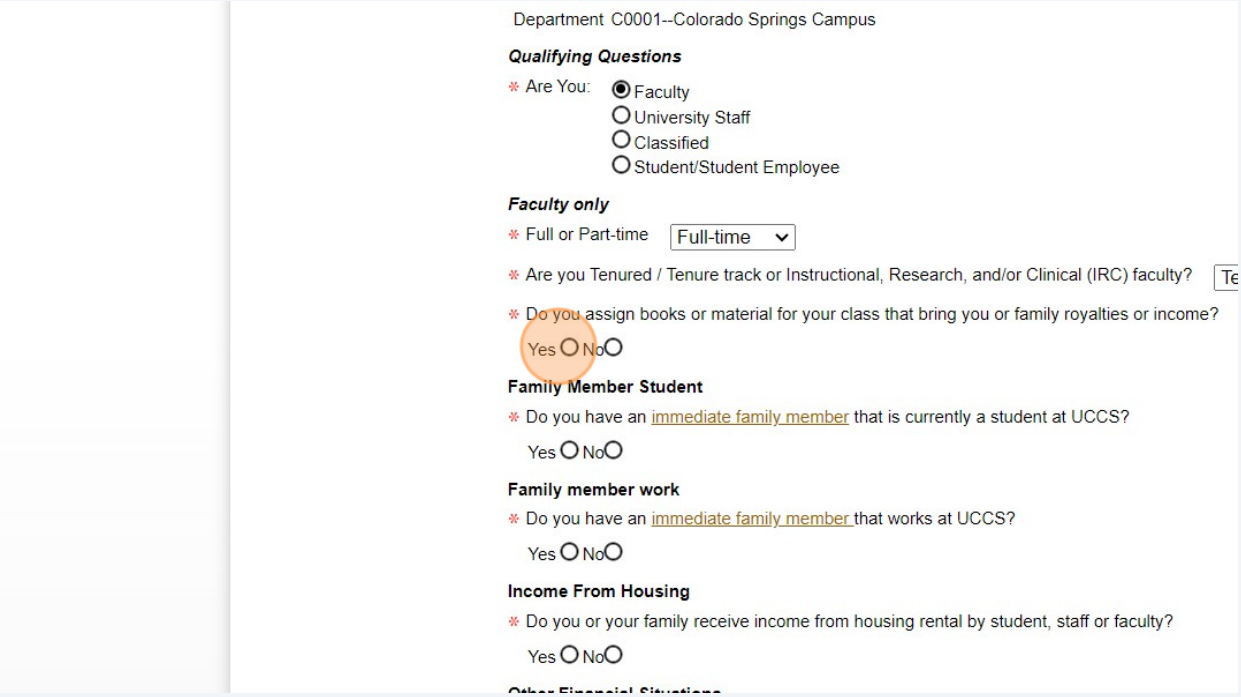
4 Click this drop down and select Full-Time.



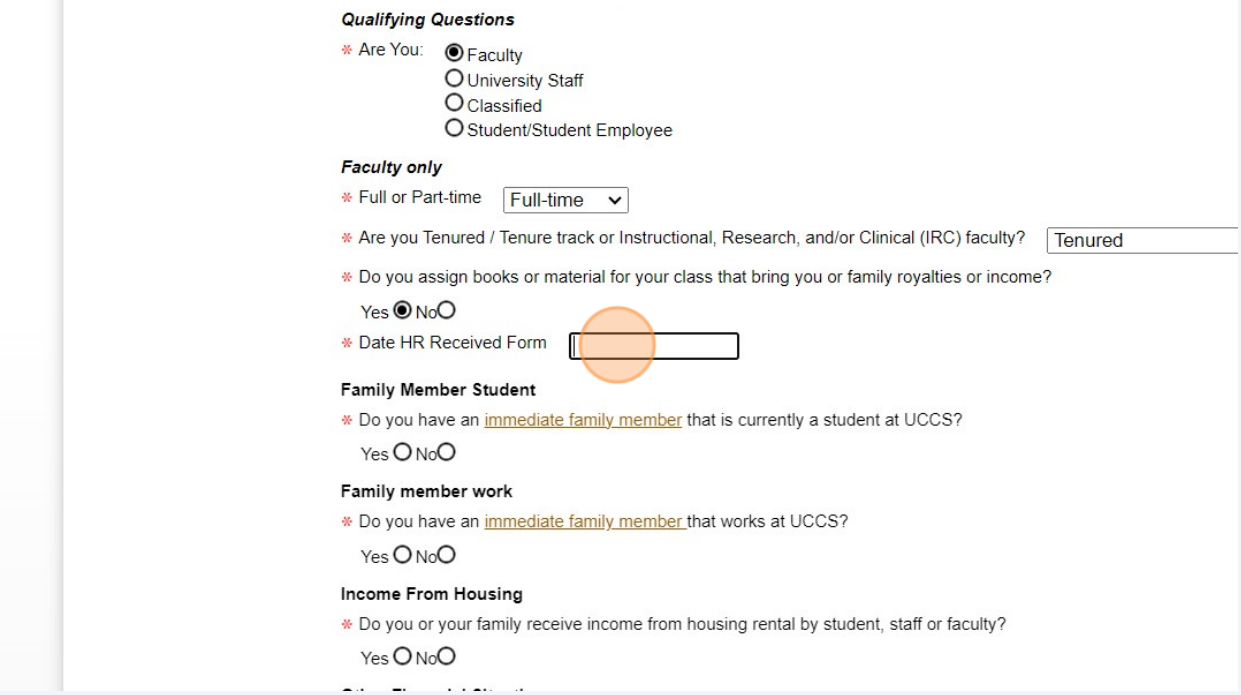
5 Click this drop down and select Tenured.



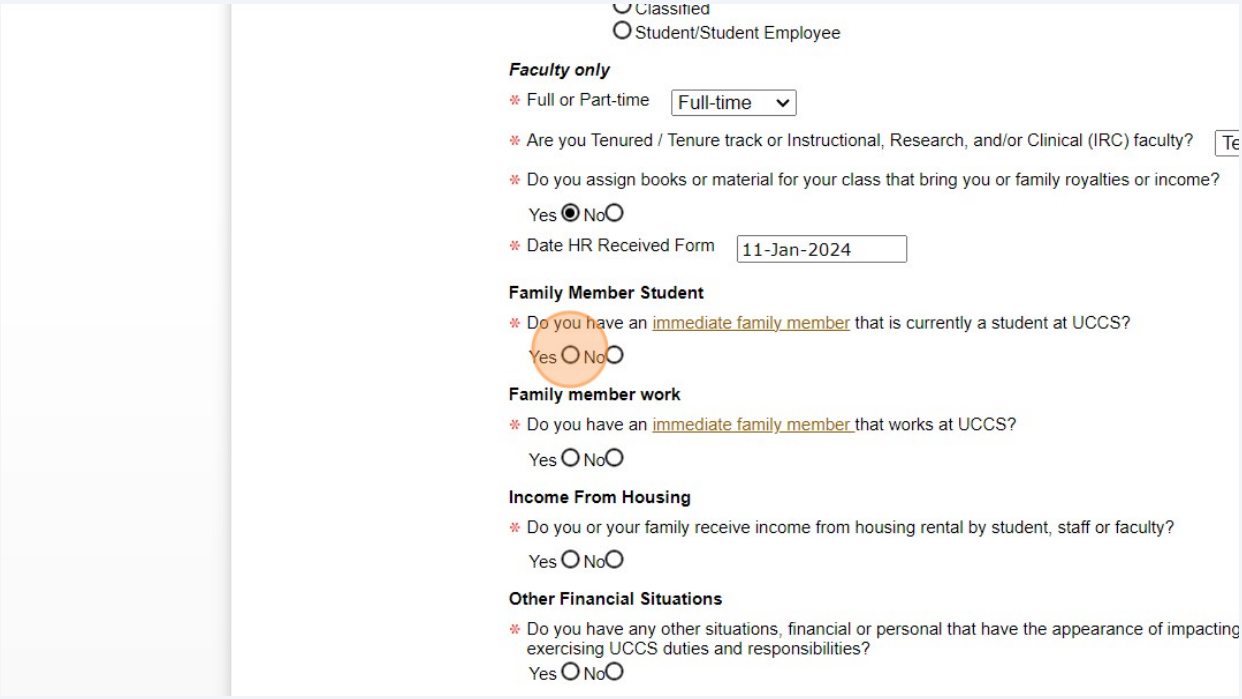
6 Click the "Yes" field.



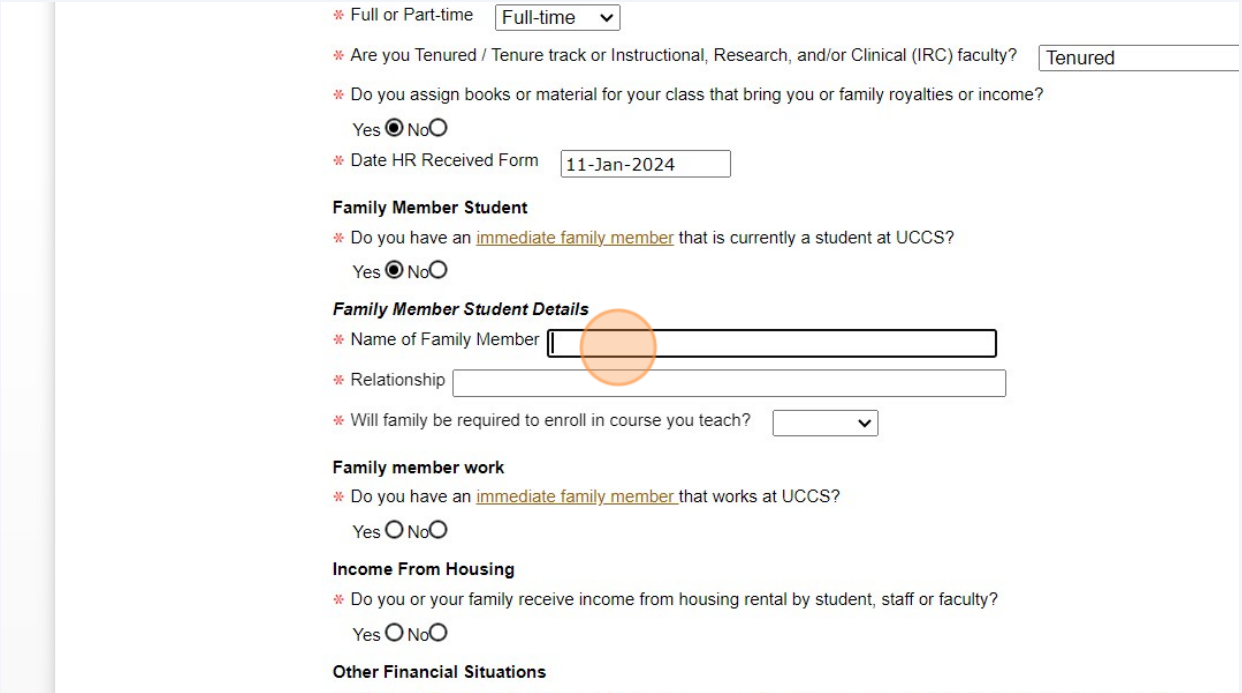
7 Click this field and enter in a date. e.g. 1/1/24



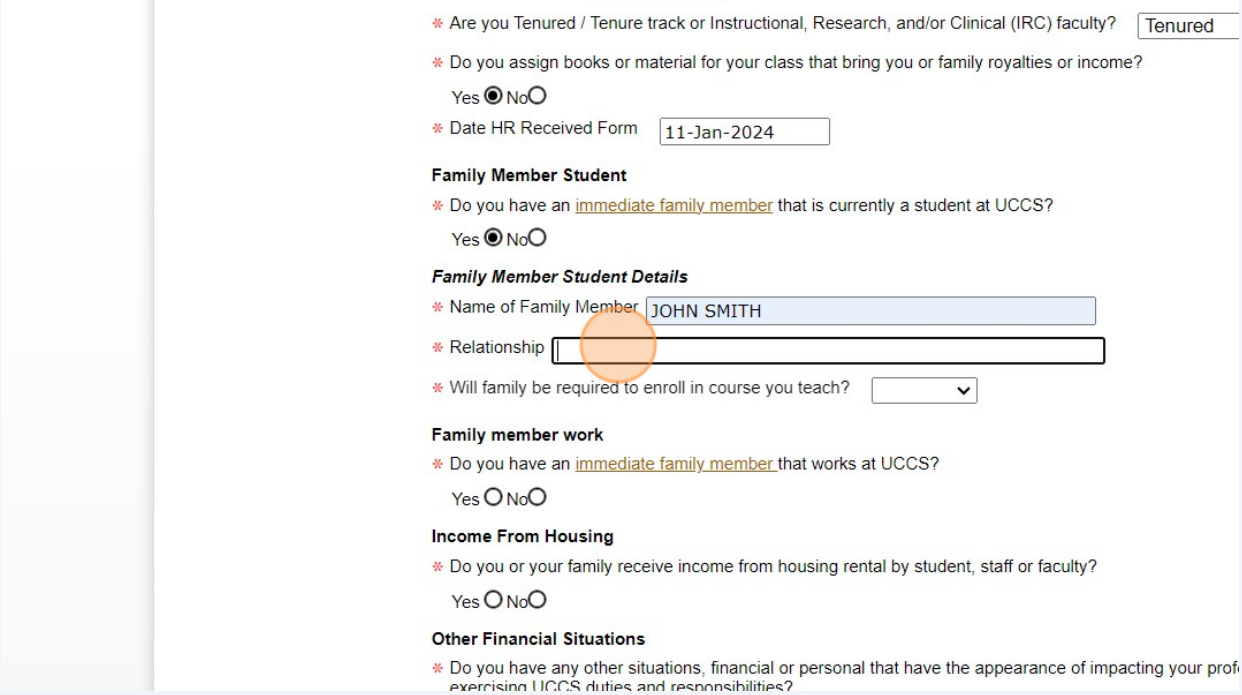
8 Click the "Yes" field.



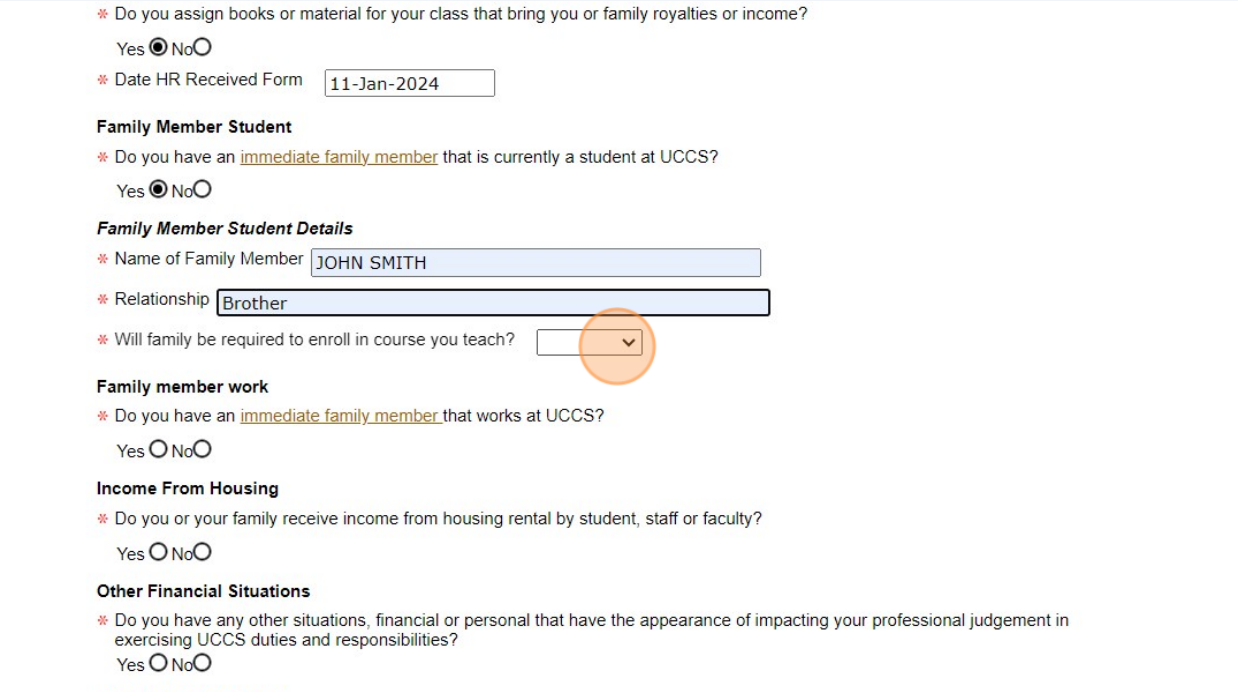
9 Click this field enter in name e.g John Smith.



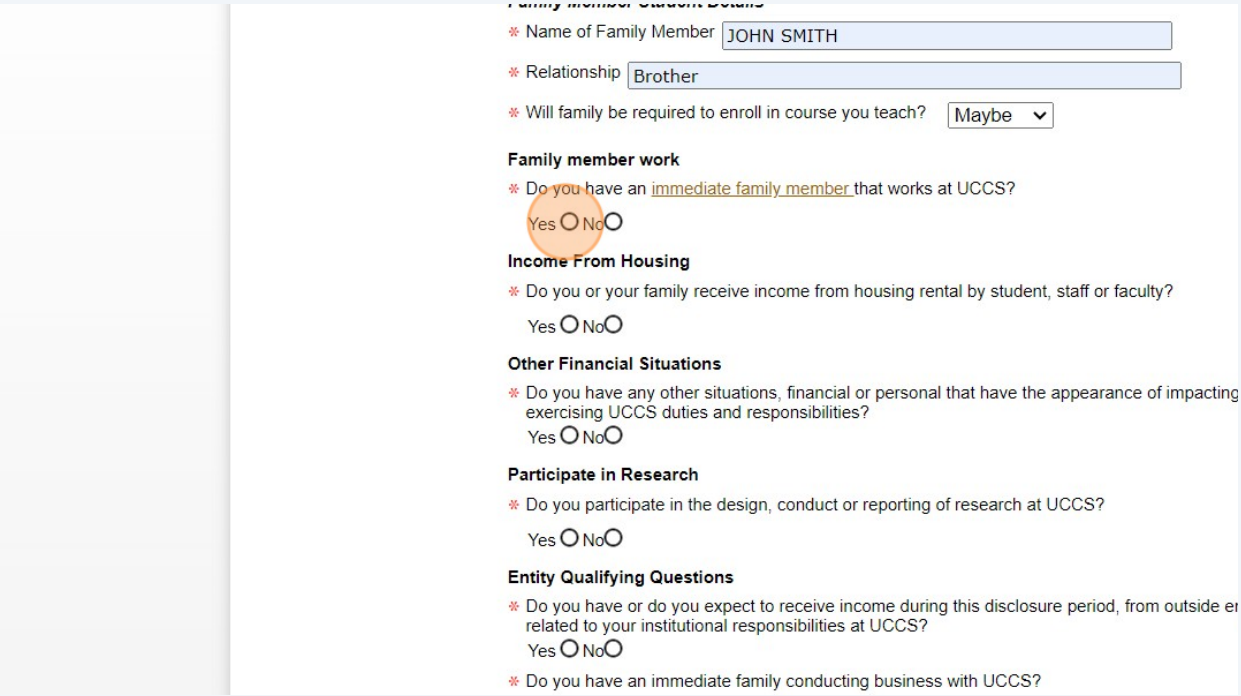
10 Click this field and enter in relationship e.g. Brother



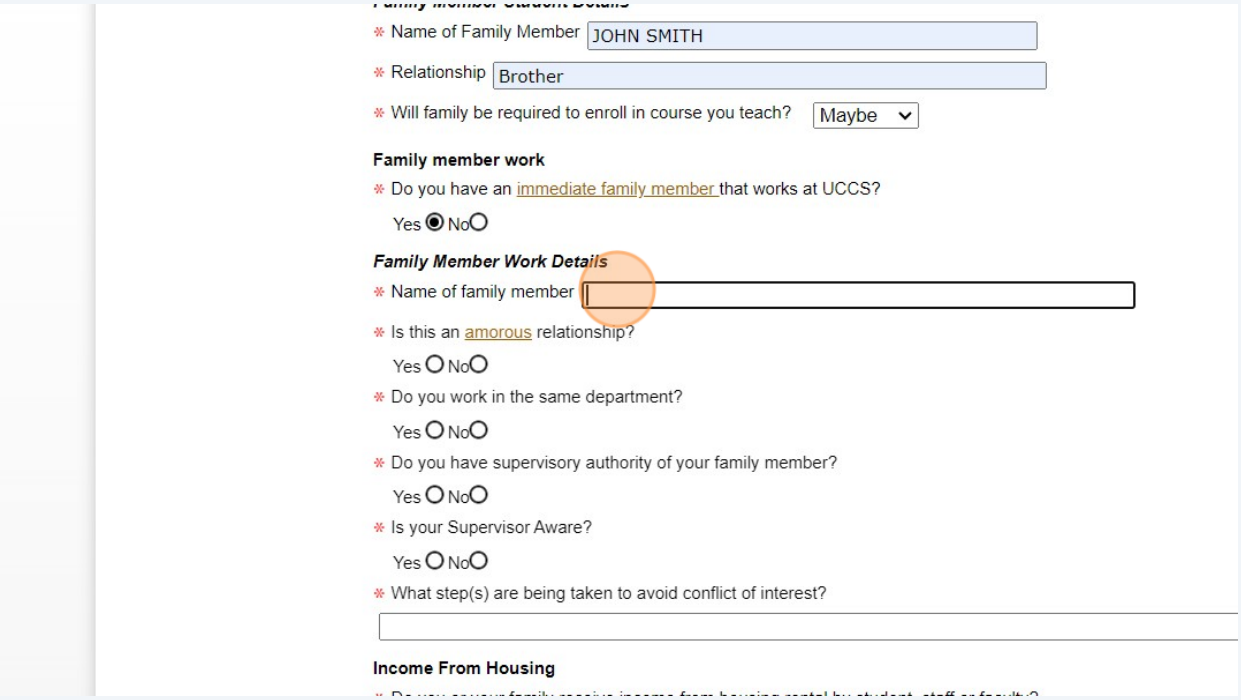
11 Click this dropdown and select e.g. Maybe



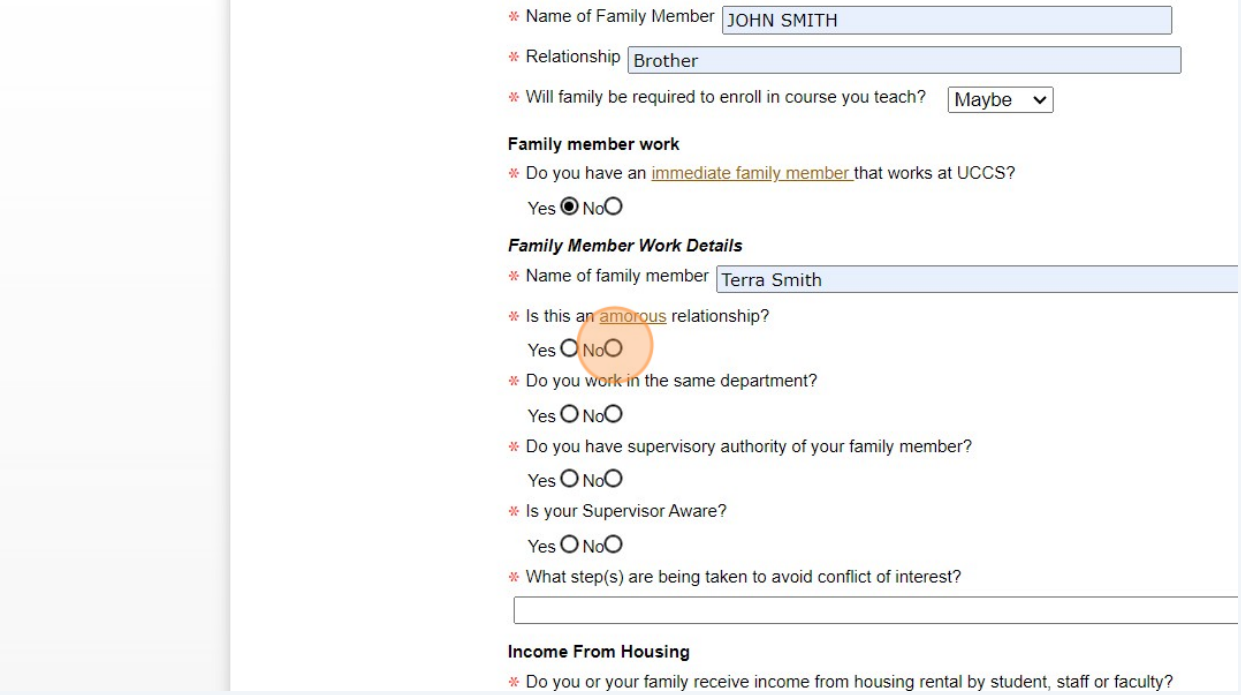
12 Click the "Yes" field.



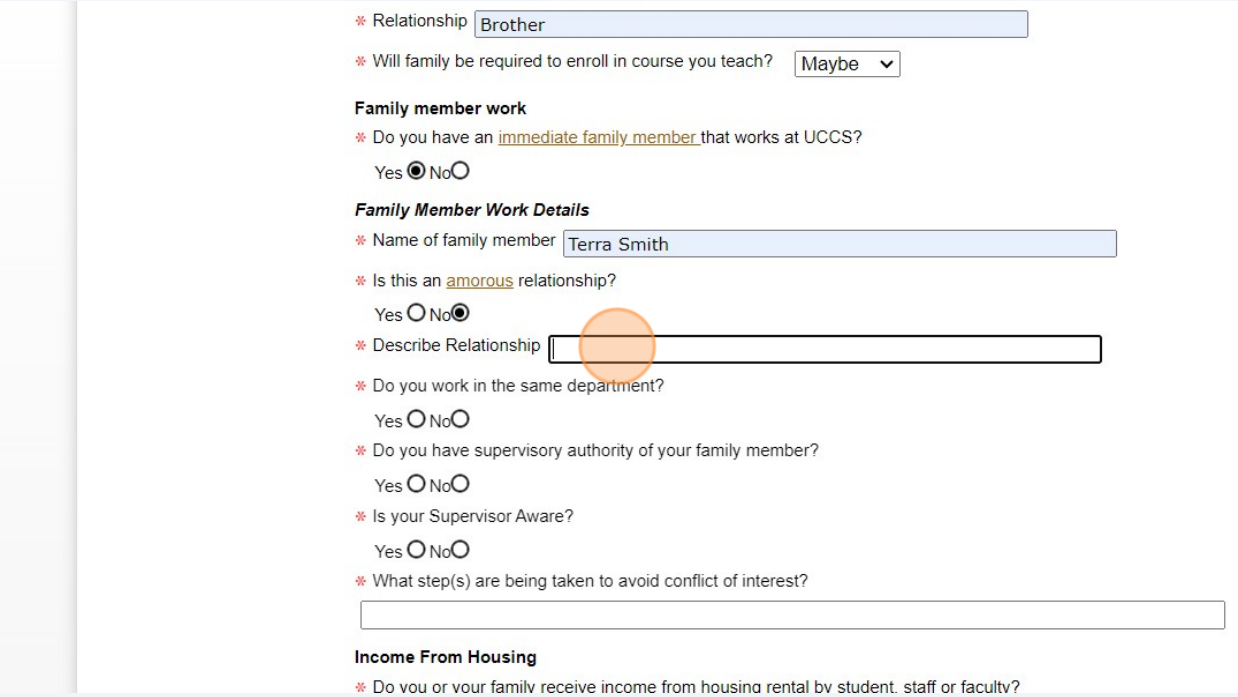
13 Click this field and enter in name e.g. Terra Smith



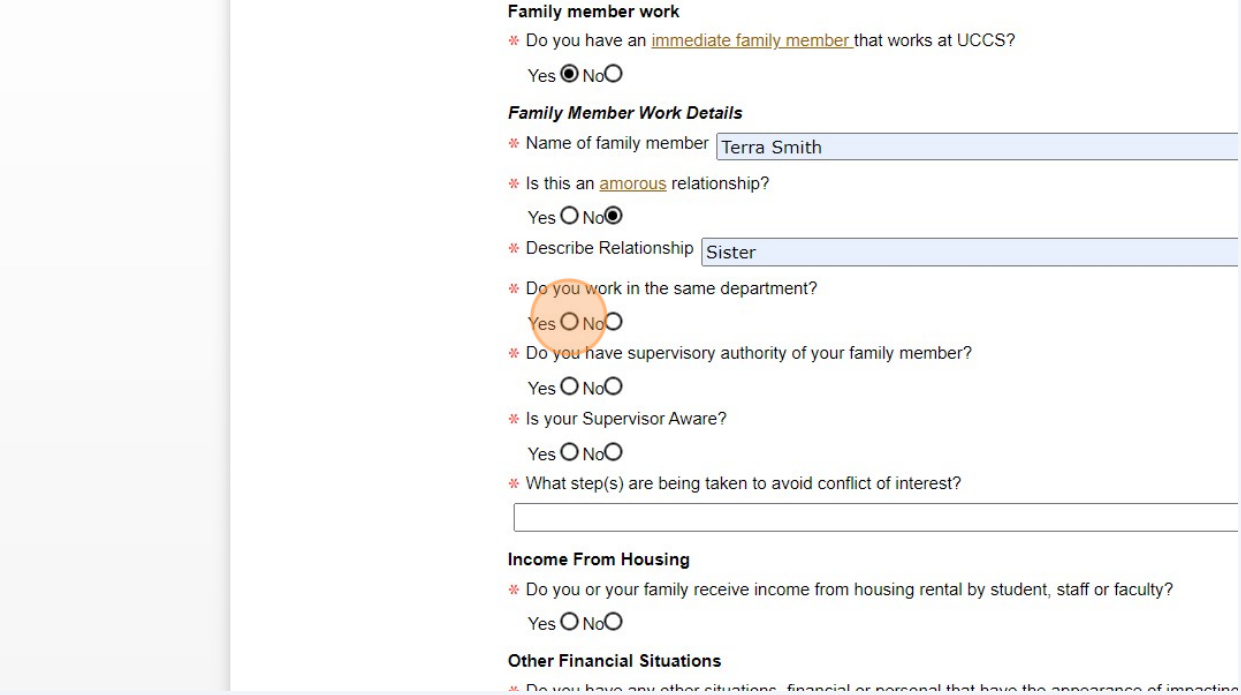
14 Click the "No" field.



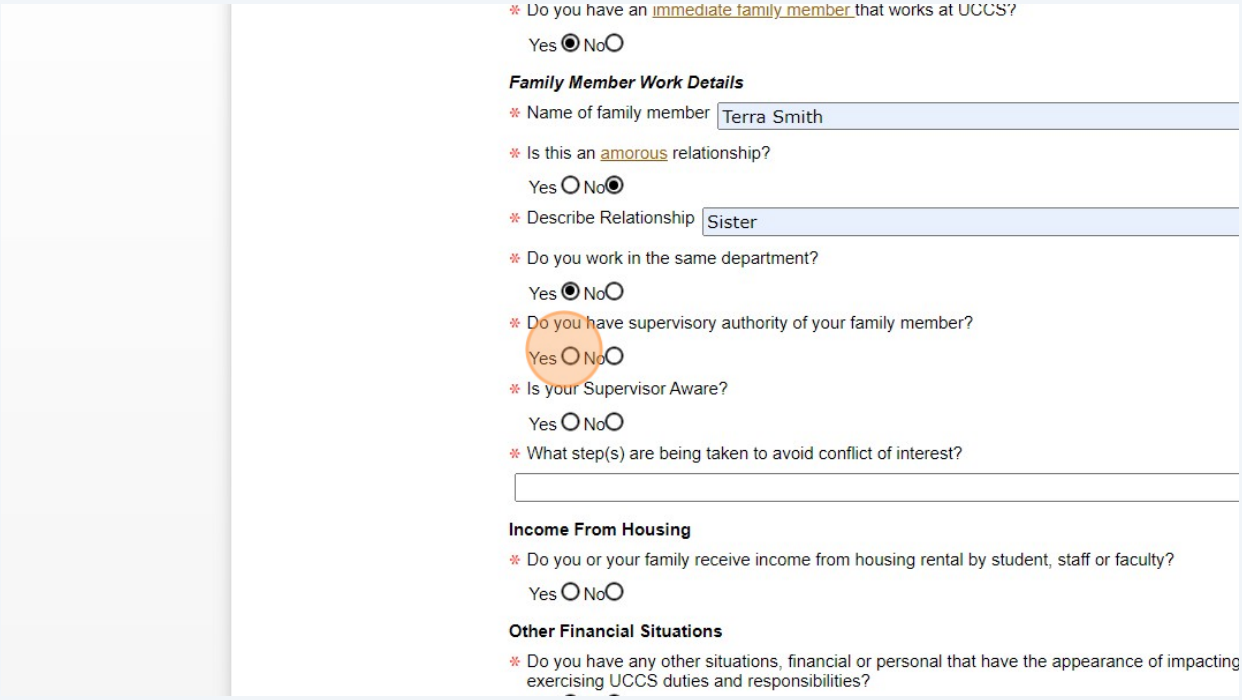
15 Click this field and enter relastionship e.g. Sister



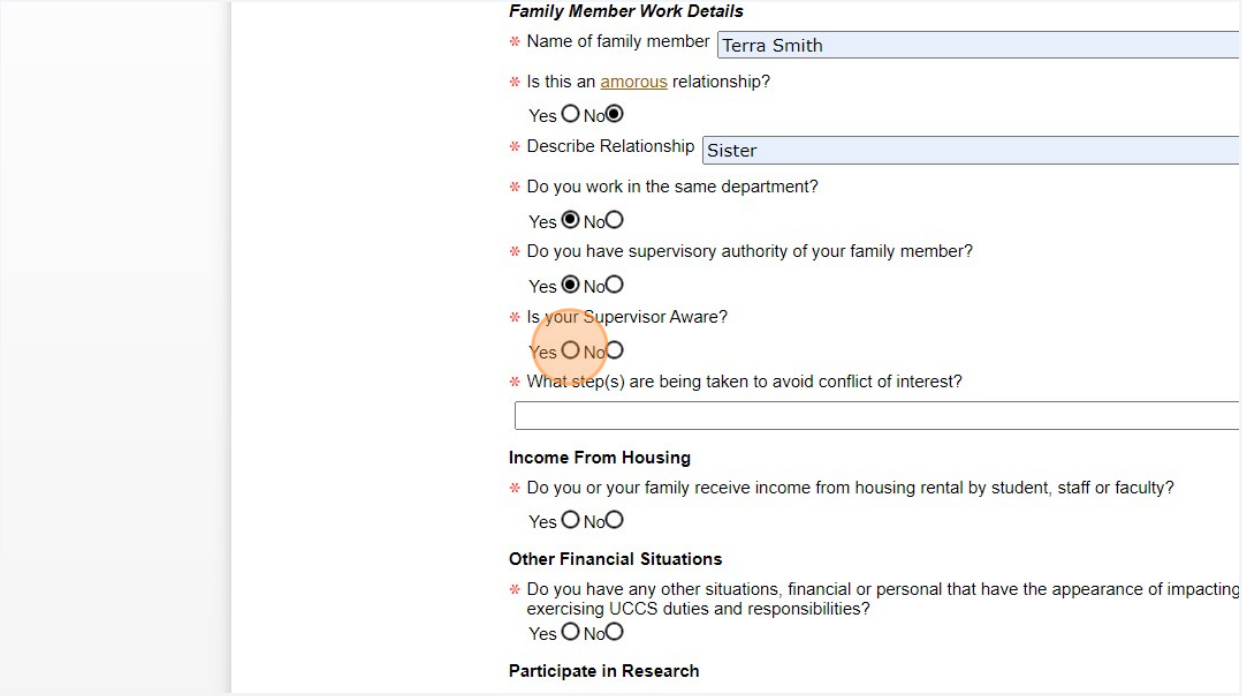
16 Click the "Yes" field.



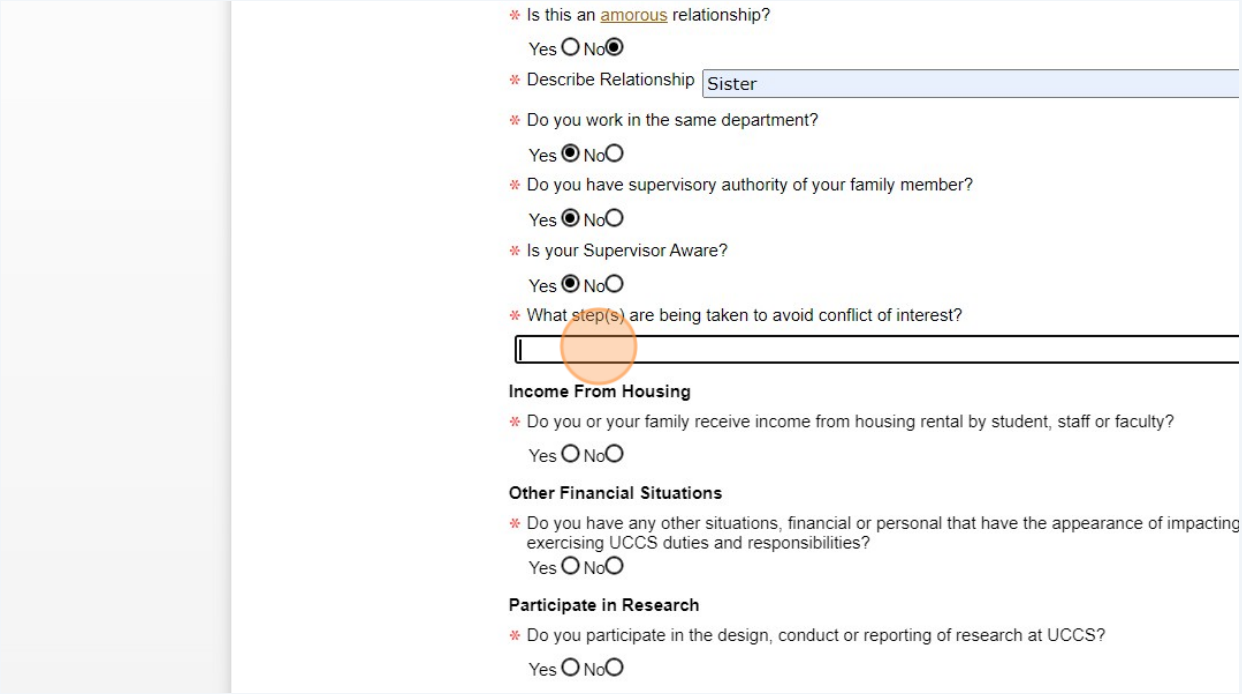
17 Click the "Yes" field.



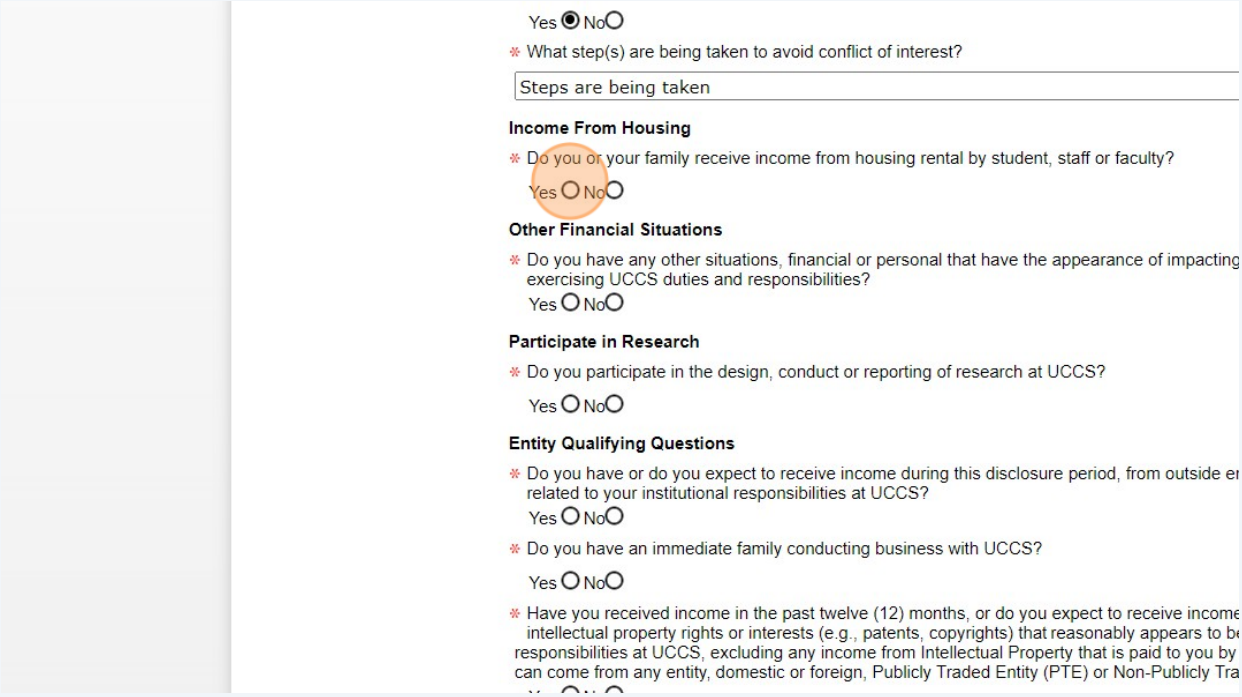
18 Click the "Yes" field.



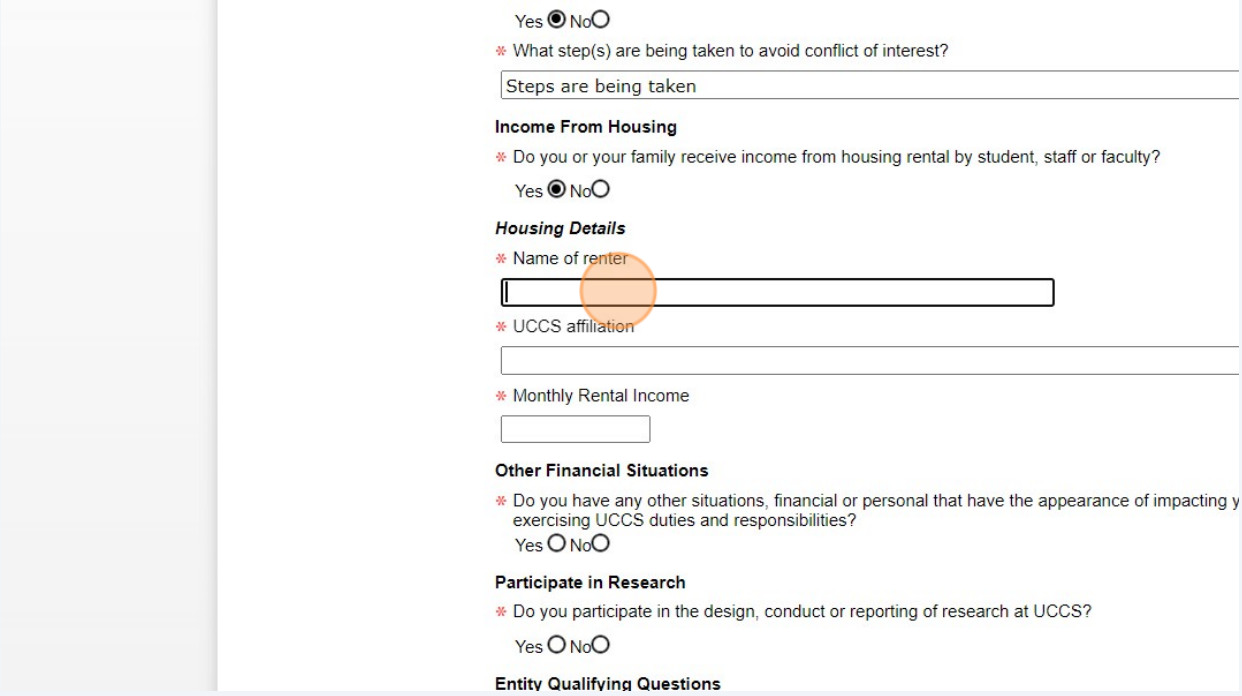
19 Click this field and enter in steps e.g. steps are being taken



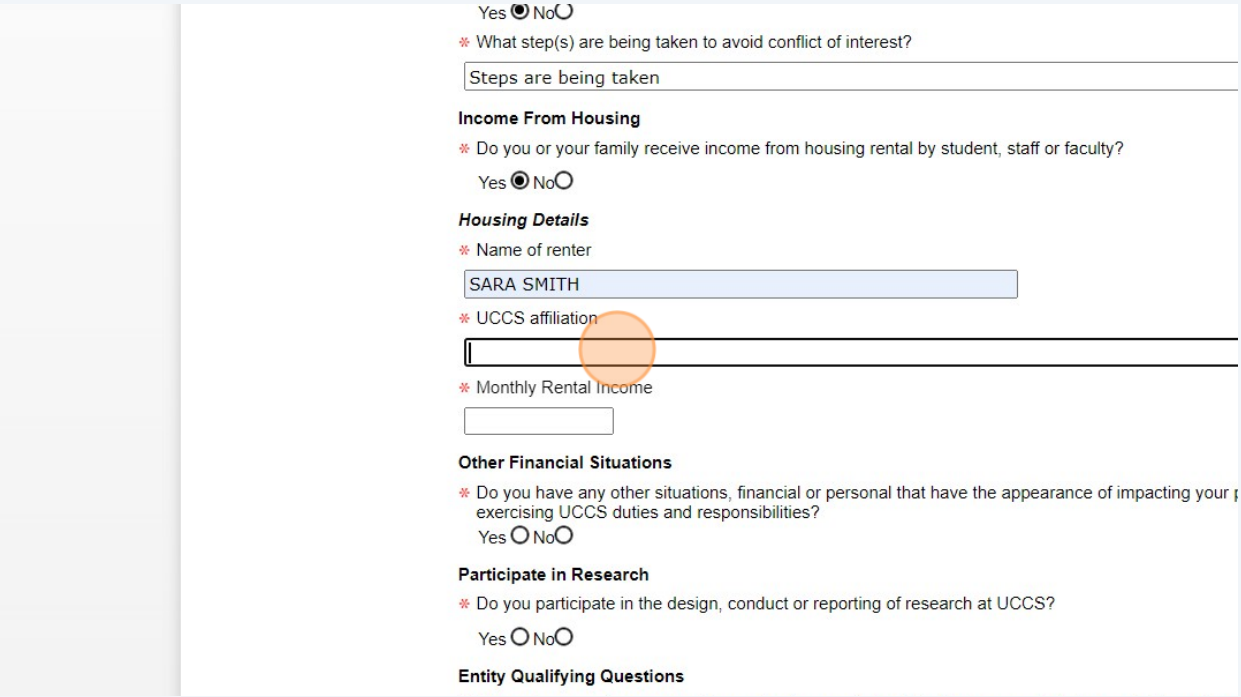
20 Click the "Yes" field.



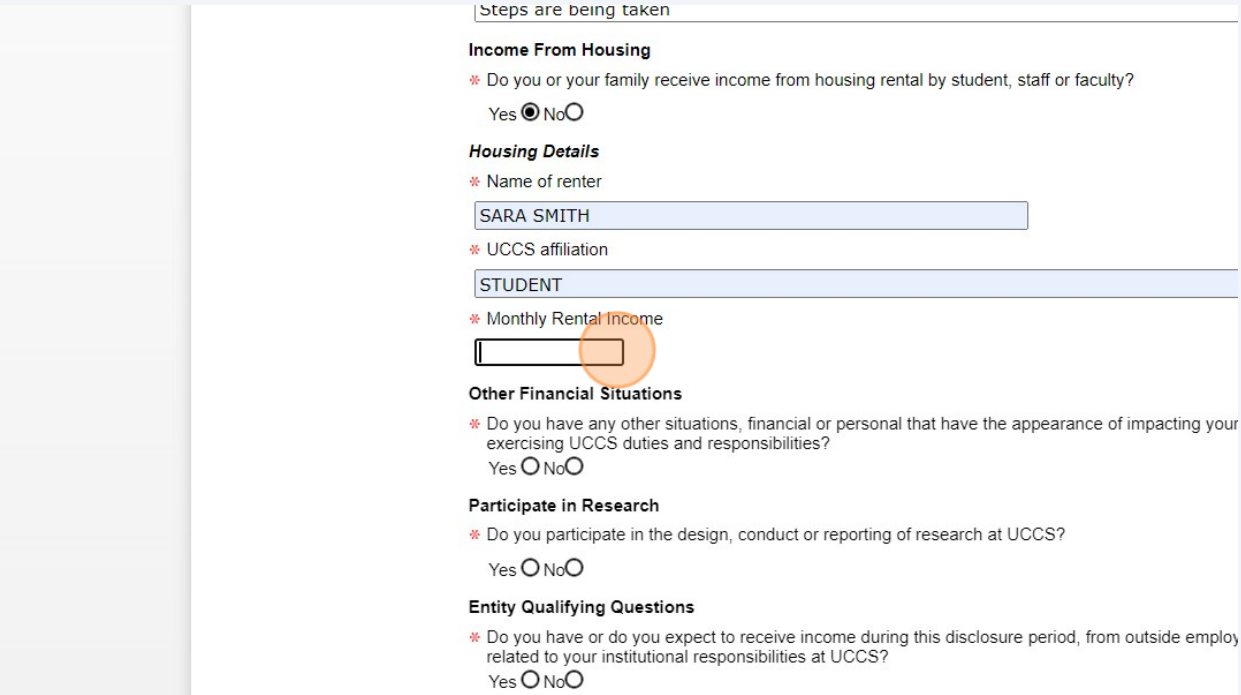
21 Click this field and enter name e.g. Sara Smith



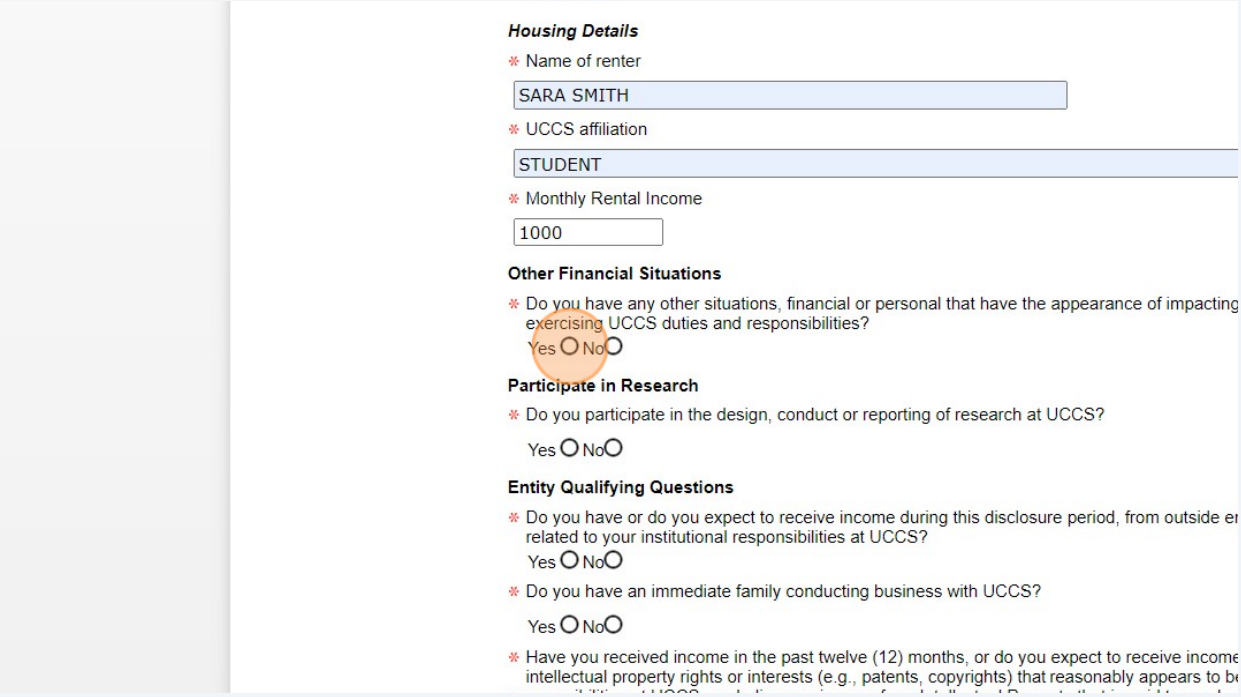
22 Click this field and enter affiliation e.g. Student



23 Click this field and enter monetary number e.g $1,000



24 Click the "Yes" field.



Housing Details

* Name of renter

SARA SMITH

* UCCS affiliation

STUDENT

* Monthly Rental Income

1000

Other Financial Situations

* Do you have any other situations, financial or personal that have the appearance of impacting exercising UCCS duties and responsibilities?

Yes No

Participate in Research

* Do you participate in the design, conduct or reporting of research at UCCS?

Yes No

Entity Qualifying Questions

* Do you have or do you expect to receive income during this disclosure period, from outside er related to your institutional responsibilities at UCCS?

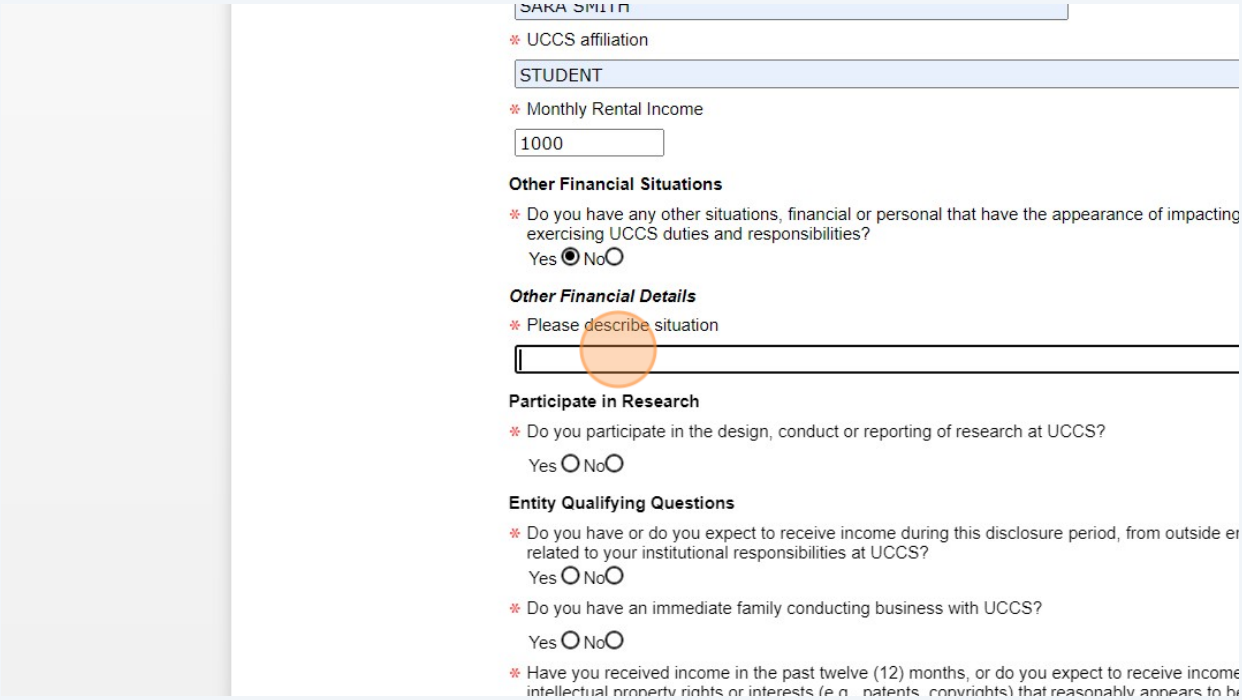
Yes No

* Do you have an immediate family conducting business with UCCS?

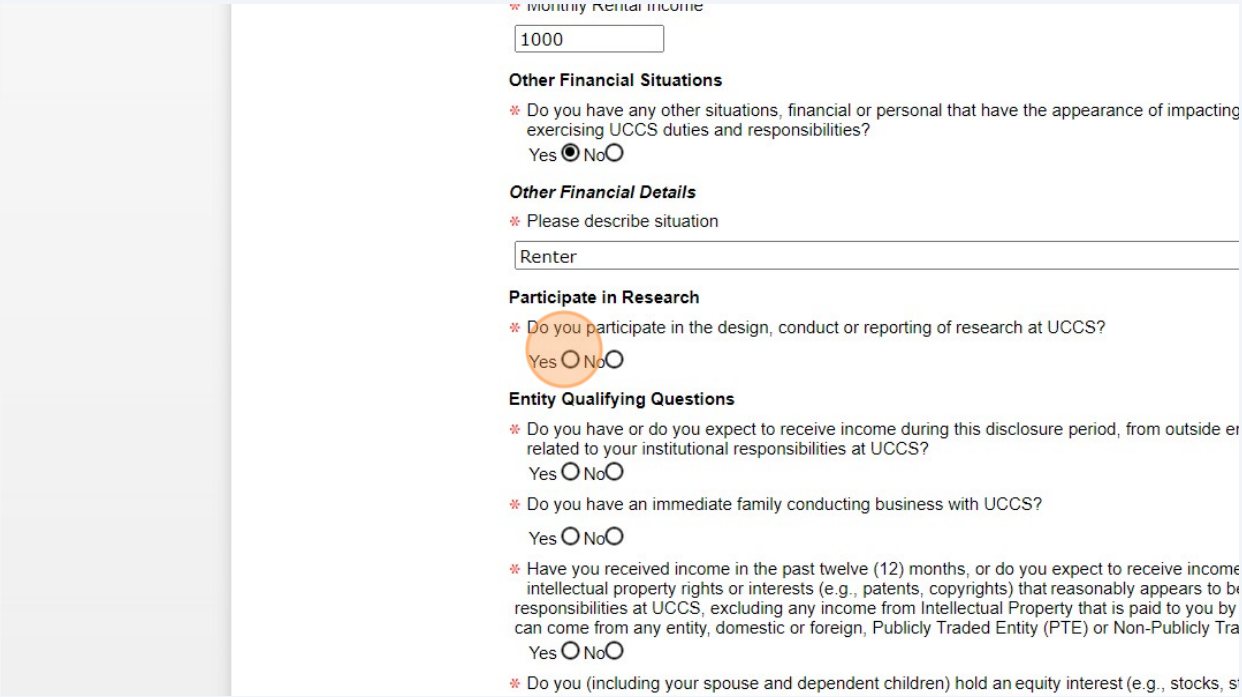
Yes No

* Have you received income in the past twelve (12) months, or do you expect to receive income intellectual property rights or interests (e.g., patents, copyrights) that reasonably appears to be

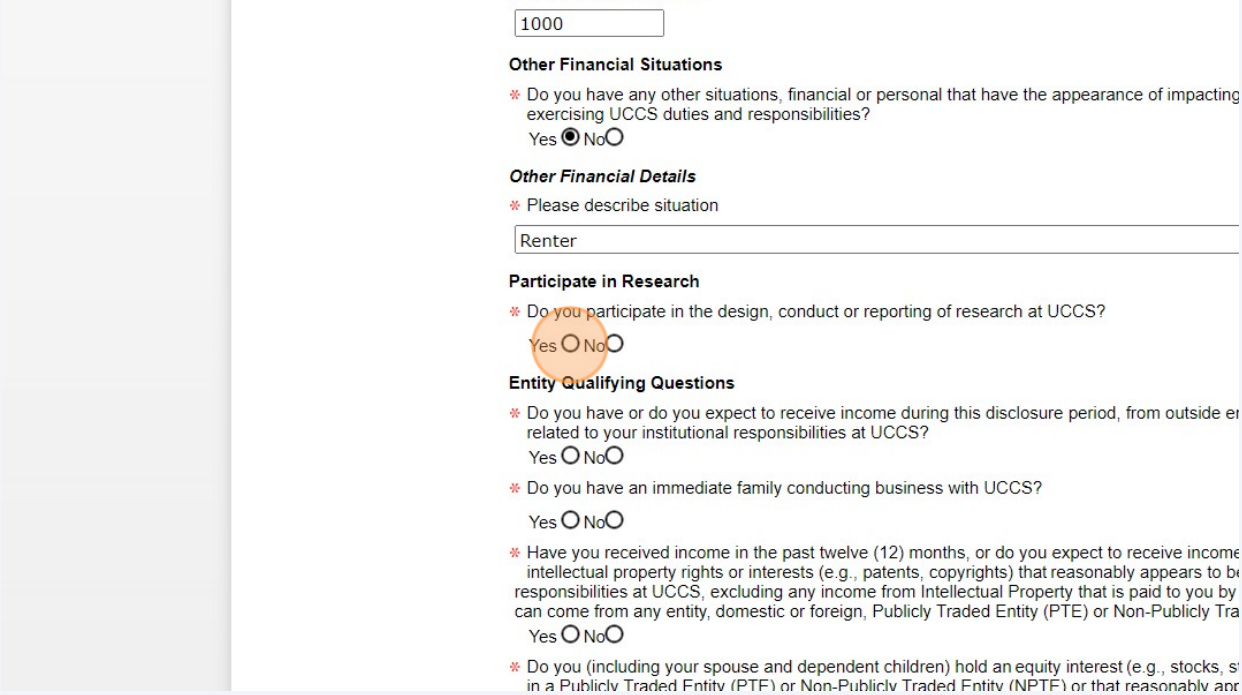
25 Click this field and enter description e.g. Renter



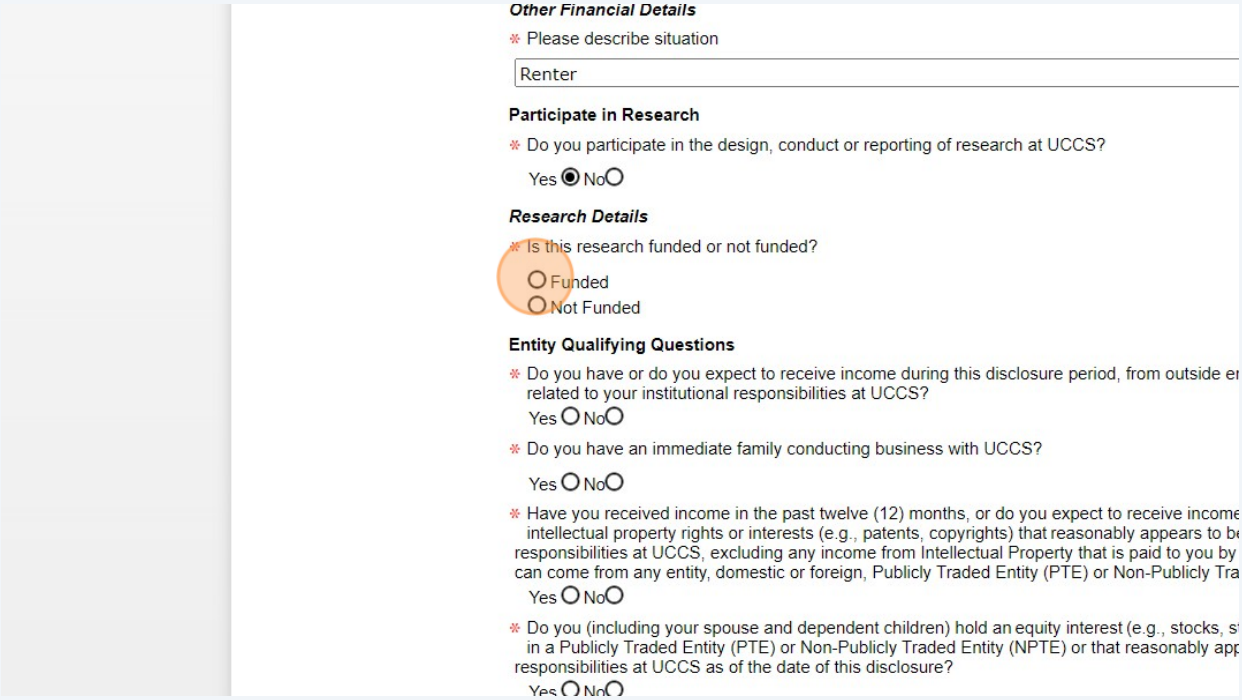
26 Click the "Yes" field.



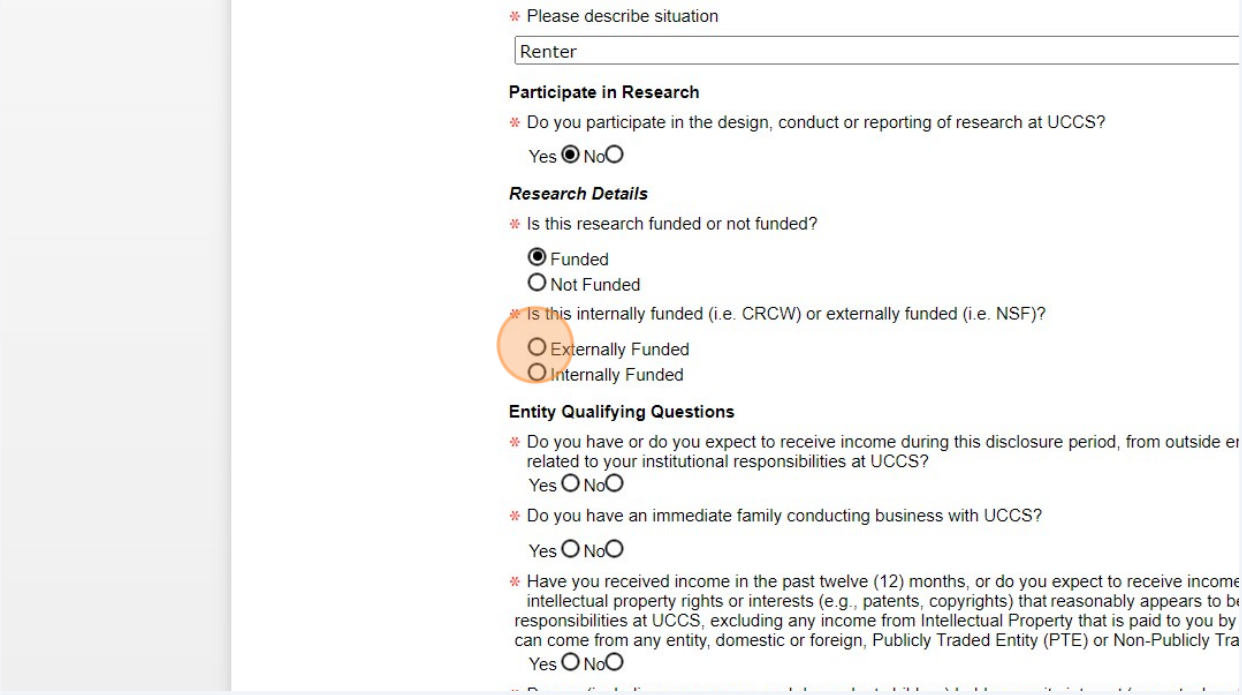
27 Click the "Yes" field.



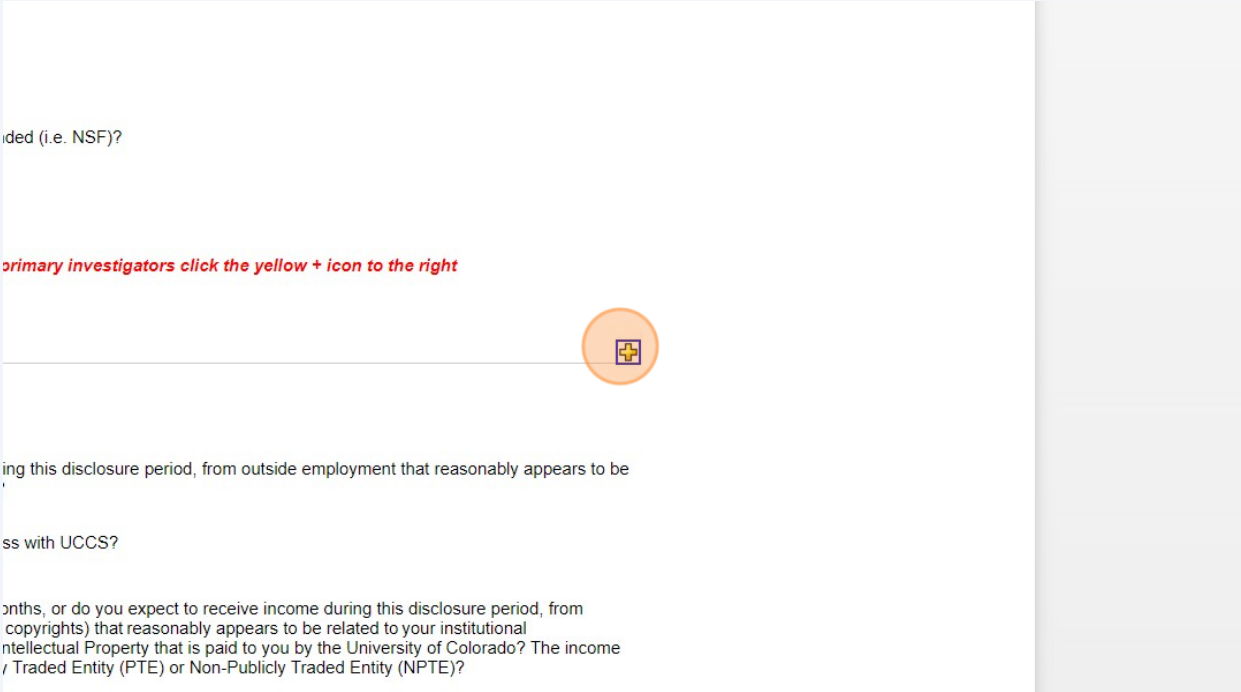
28 Click the "Funded" field.



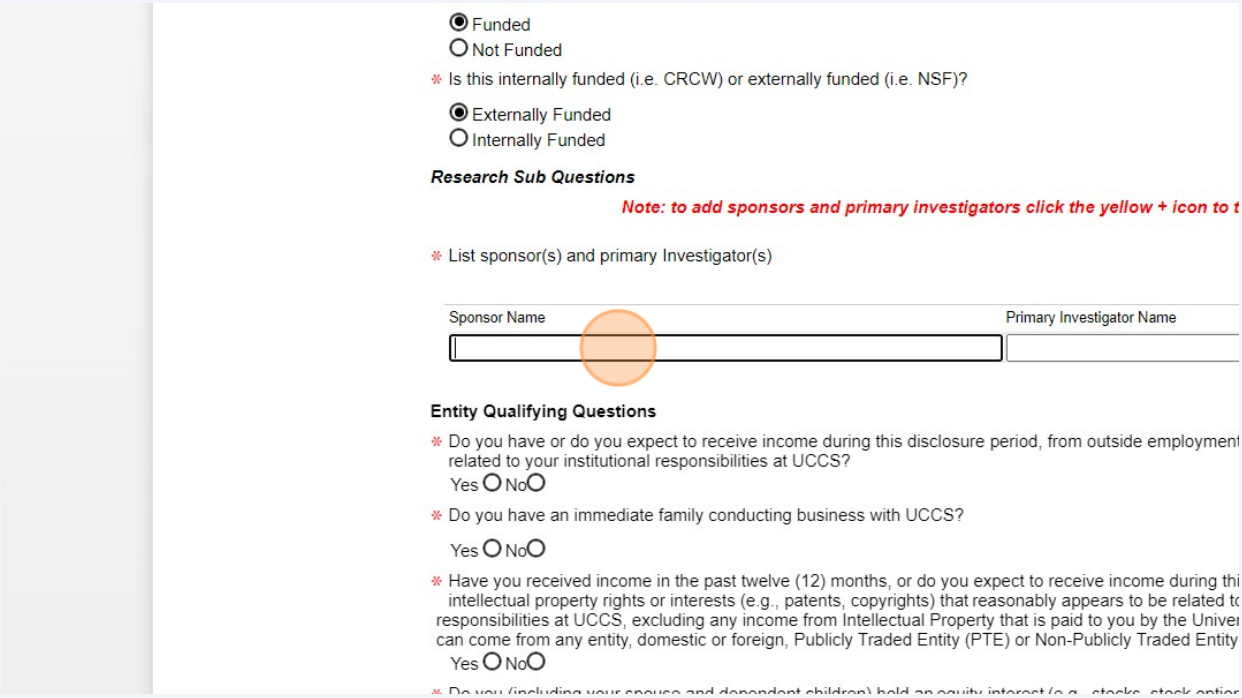
29 Click the "Externally Funded" field.



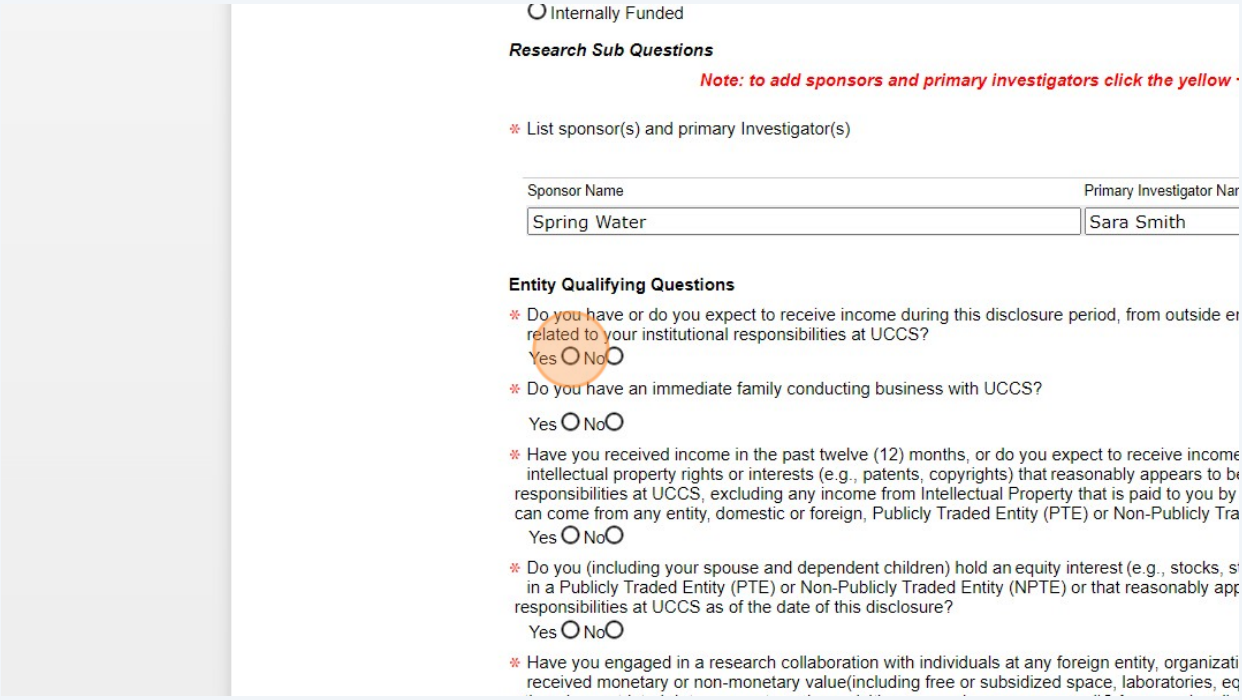
30 Click the yellow plus + icon to add Sponsor and PI names.



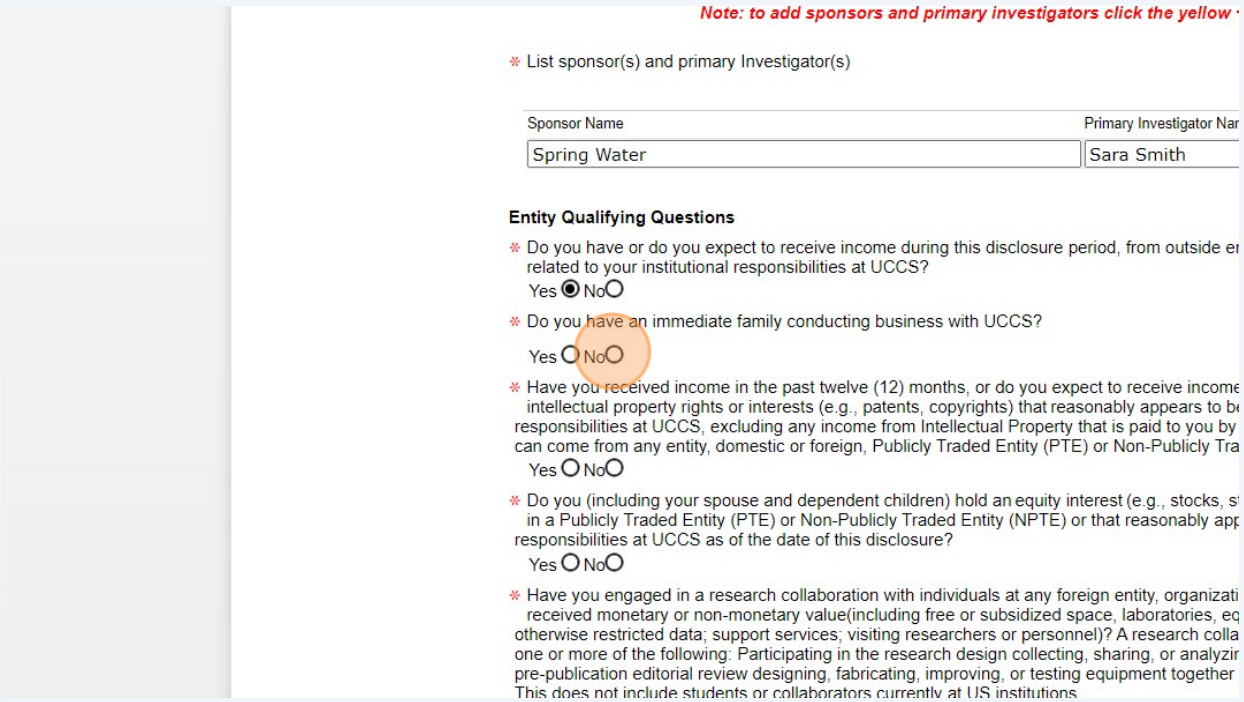
31 Click this field and enter in the Sponsor name e.g. Springs Water, Sara Smith.



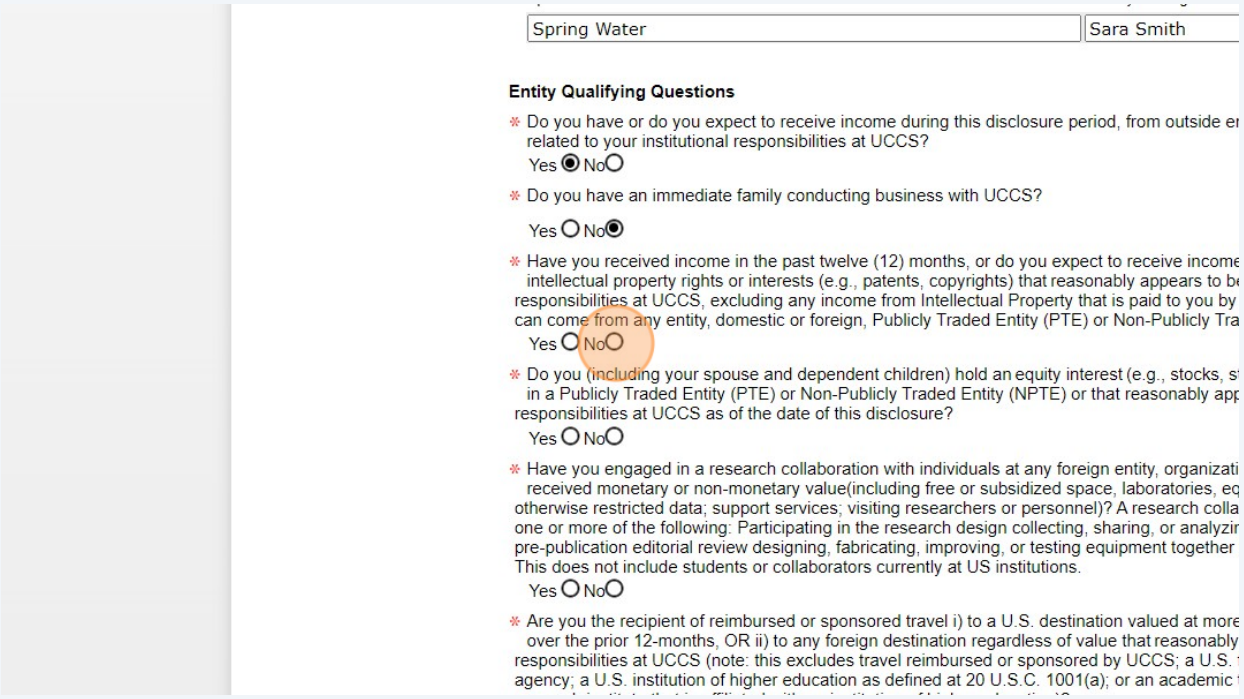
32 Click the "Yes" field.



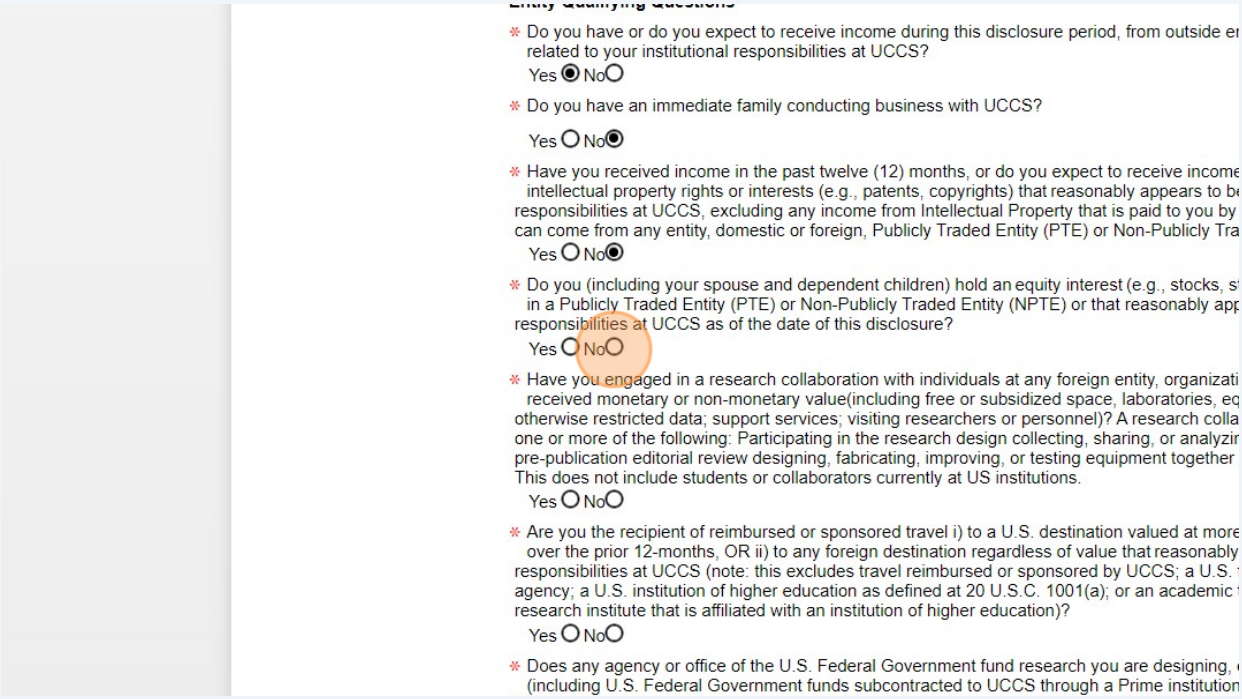
33 Click the "No" field.



34 Click the "No" field.



35 Click the "No" field.



* Do you have or do you expect to receive income during this disclosure period, from outside e
related to your institutional responsibilities at UCCS?
Yes ◉ No ○

* Do you have an immediate family conducting business with UCCS?
Yes ○ No ◉

* Have you received income in the past twelve (12) months, or do you expect to receive income
intellectual property rights or interests (e.g., patents, copyrights) that reasonably appears to b
responsibilities at UCCS, excluding any income from Intellectual Property that is paid to you by
can come from any entity, domestic or foreign, Publicly Traded Entity (PTE) or Non-Publicly Tra
Yes ○ No ◉

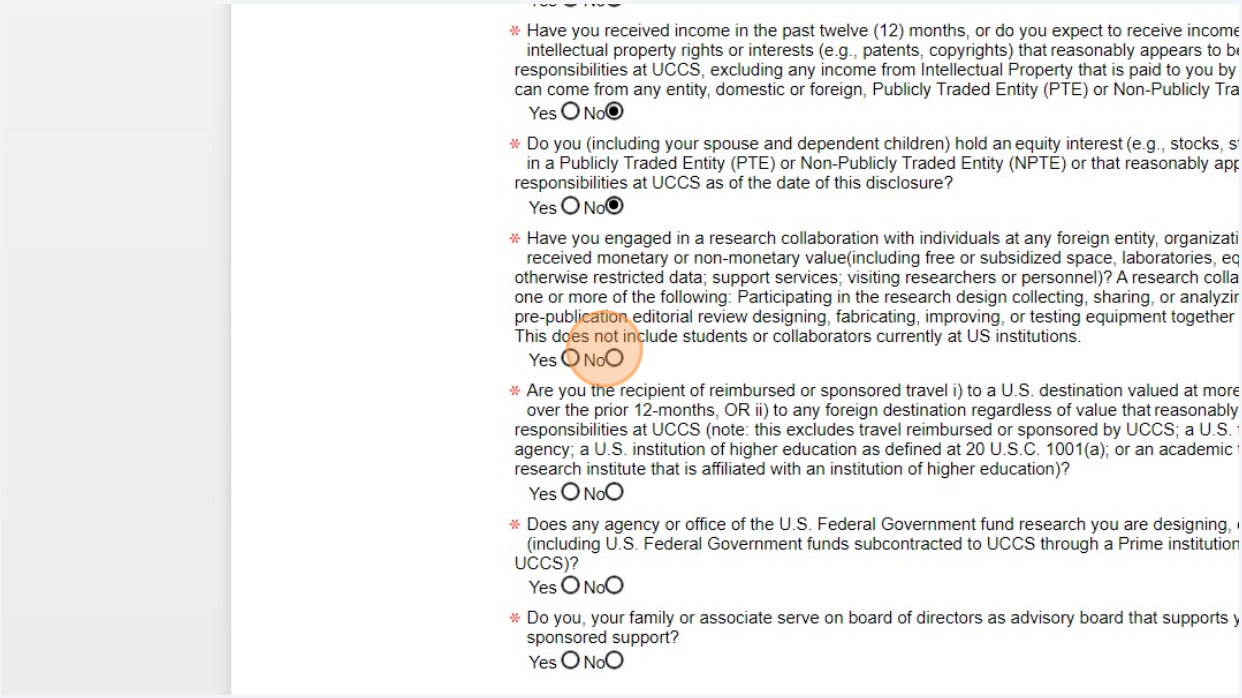
* Do you (including your spouse and dependent children) hold an equity interest (e.g., stocks, s
in a Publicly Traded Entity (PTE) or Non-Publicly Traded Entity (NPTE) or that reasonably app
responsibilities at UCCS as of the date of this disclosure?
Yes ○ No ○

* Have you engaged in a research collaboration with individuals at any foreign entity, organizati
received monetary or non-monetary value(including free or subsidized space, laboratories, eq
otherwise restricted data; support services; visiting researchers or personnel)? A research colla
one or more of the following: Participating in the research design collecting, sharing, or analyzir
pre-publication editorial review designing, fabricating, improving, or testing equipment together
This does not include students or collaborators currently at US institutions.
Yes ○ No ○

* Are you the recipient of reimbursed or sponsored travel i) to a U.S. destination valued at more
over the prior 12-months, OR ii) to any foreign destination regardless of value that reasonably
responsibilities at UCCS (note: this excludes travel reimbursed or sponsored by UCCS; a U.S.
agency; a U.S. institution of higher education as defined at 20 U.S.C. 1001(a); or an academic
research institute that is affiliated with an institution of higher education)?
Yes ○ No ○

* Does any agency or office of the U.S. Federal Government fund research you are designing,
(including U.S. Federal Government funds subcontracted to UCCS through a Prime institution

36 Click the "No" field.



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Yes ○ No ◉

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responsibilities at UCCS as of the date of this disclosure?
Yes ○ No ◉

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This does not include students or collaborators currently at US institutions.
Yes ○ No ○

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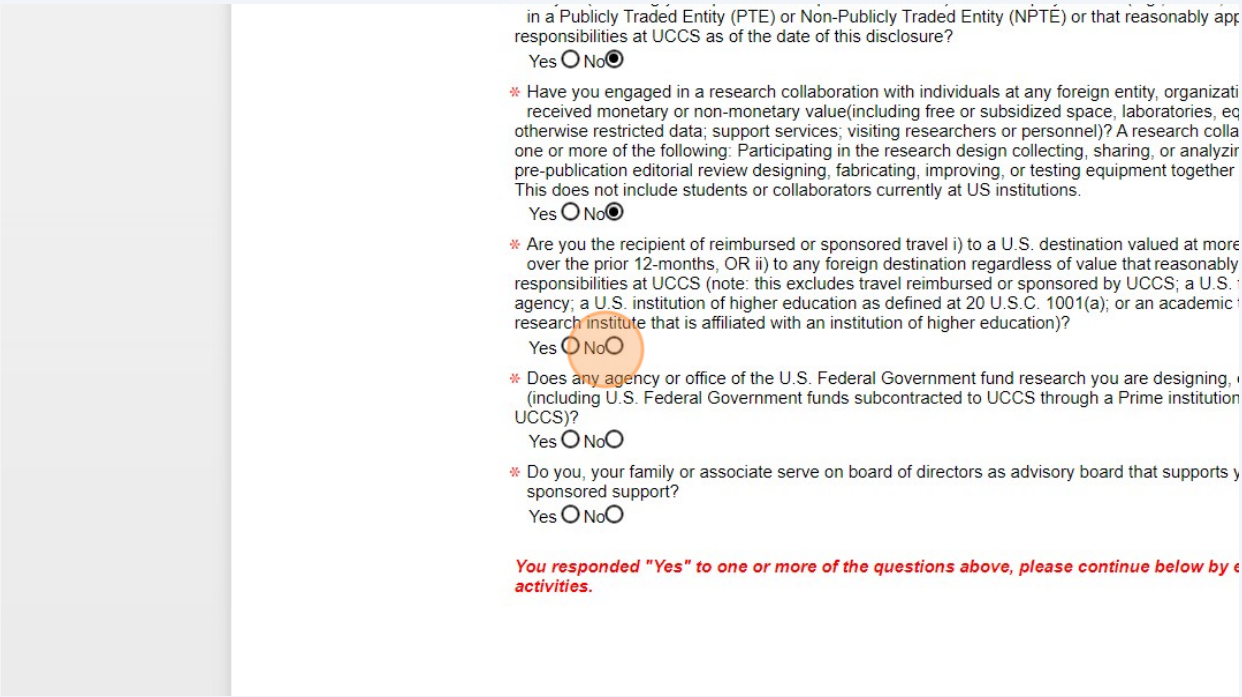
agency; a U.S. institution of higher education as defined at 20 U.S.C. 1001(a); or an academic
research institute that is affiliated with an institution of higher education)?
Yes ○ No ○

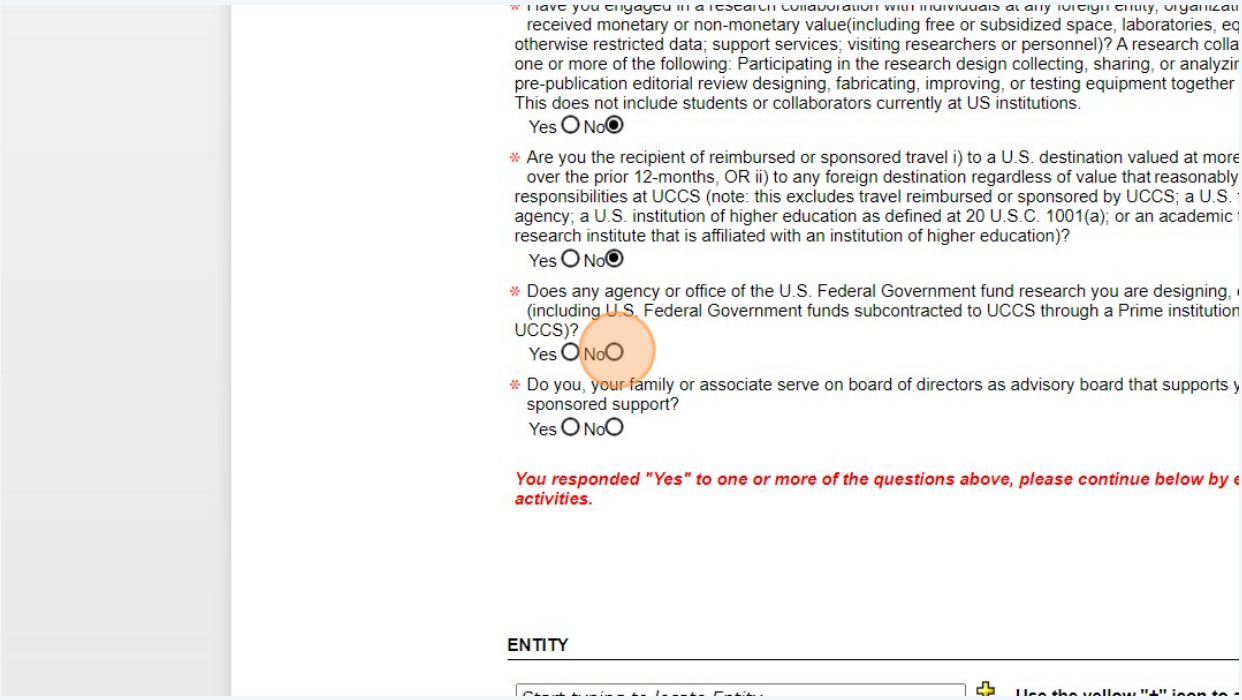
* Does any agency or office of the U.S. Federal Government fund research you are designing,
(including U.S. Federal Government funds subcontracted to UCCS through a Prime institution
UCCS)?
Yes ○ No ○

* Do you, your family or associate serve on board of directors as advisory board that supports y
sponsored support?
Yes ○ No ○

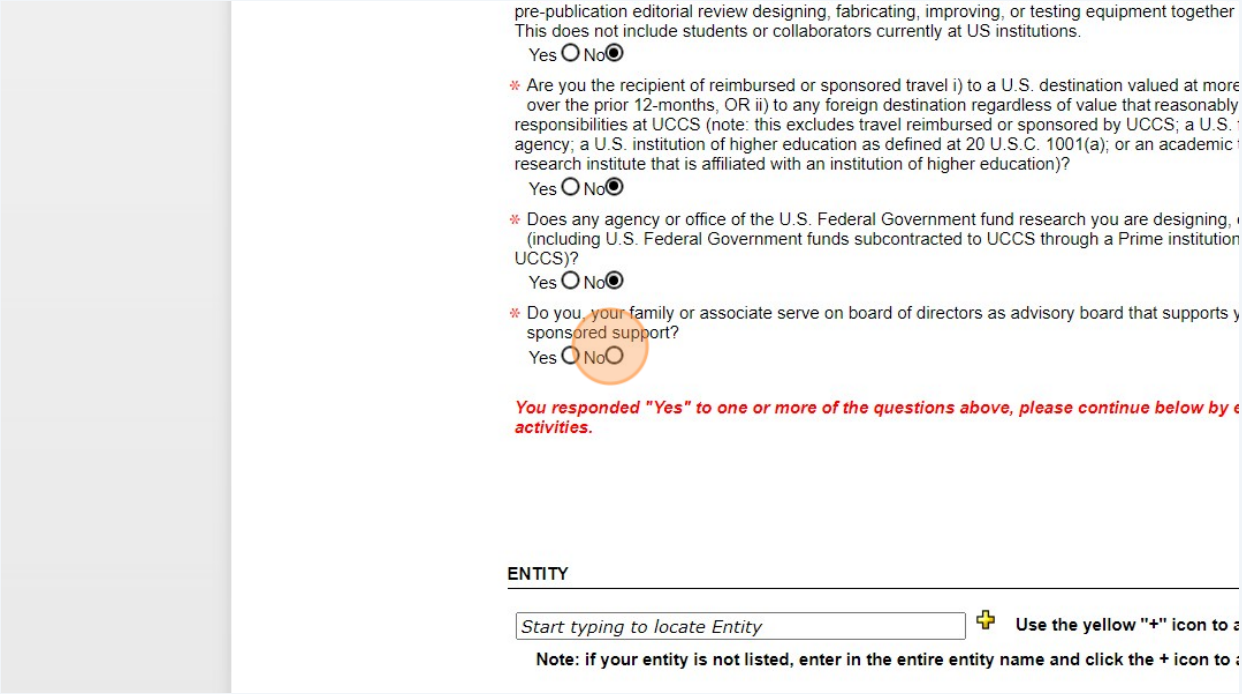
37 Click the "No" field.



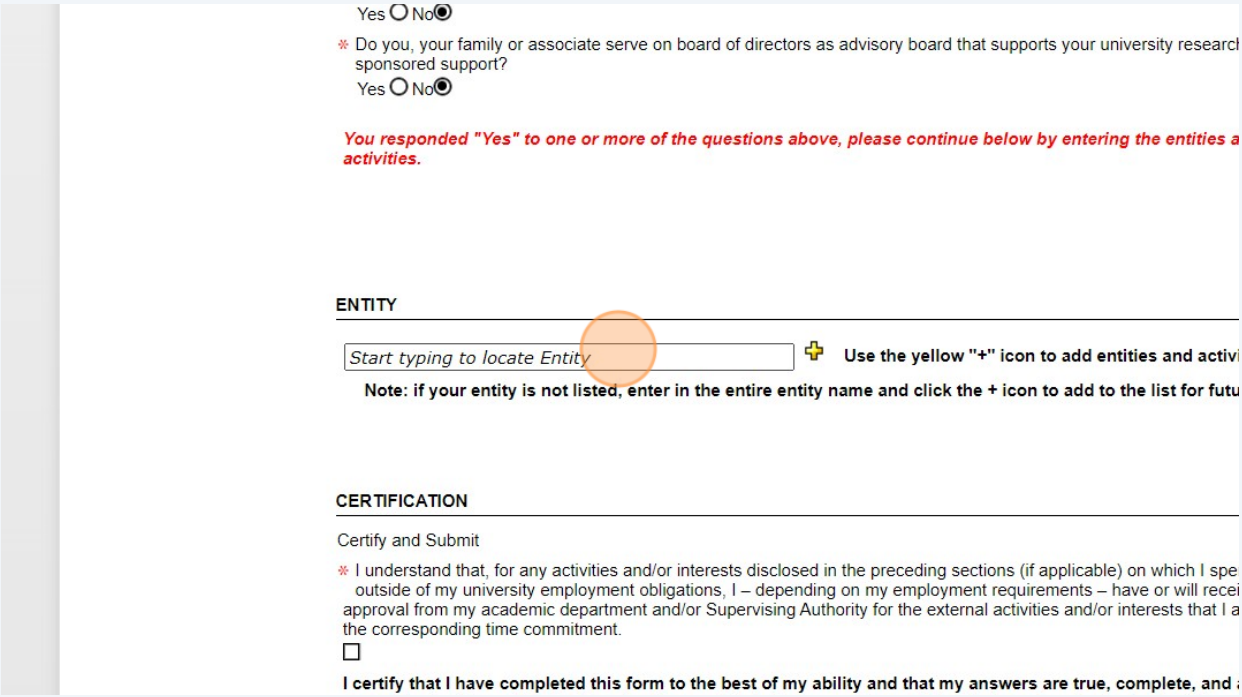
38 Click the "No" field.



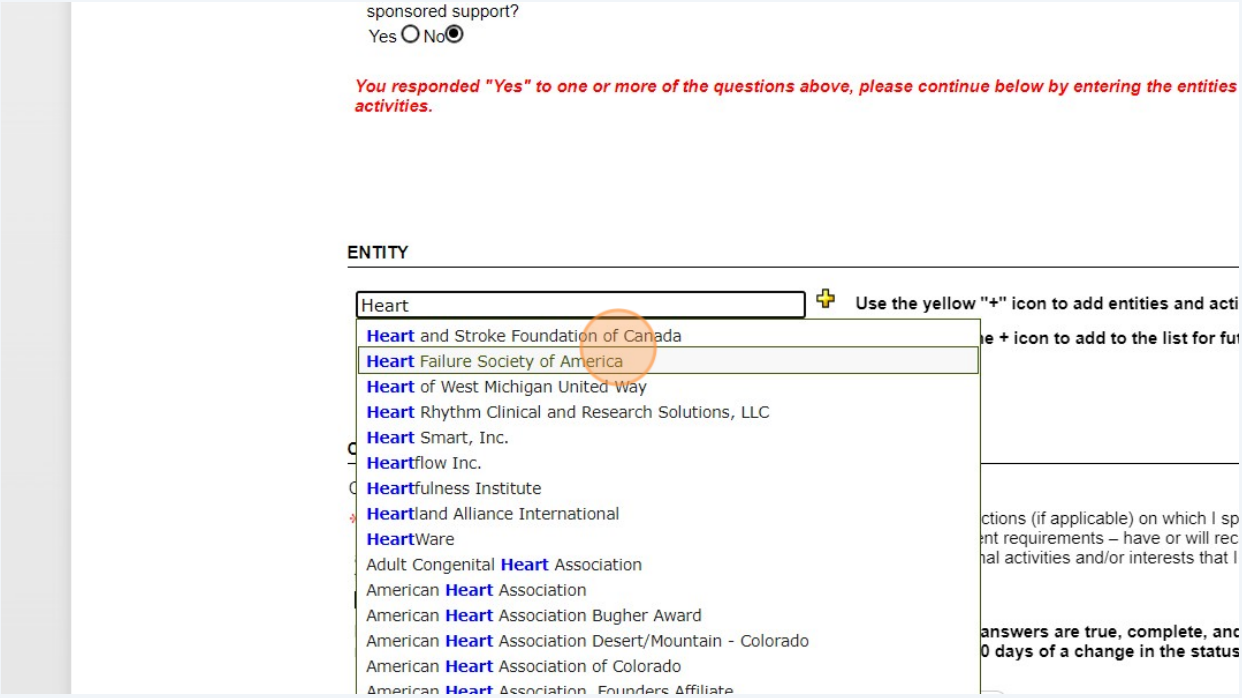
39 Click the "No" field.



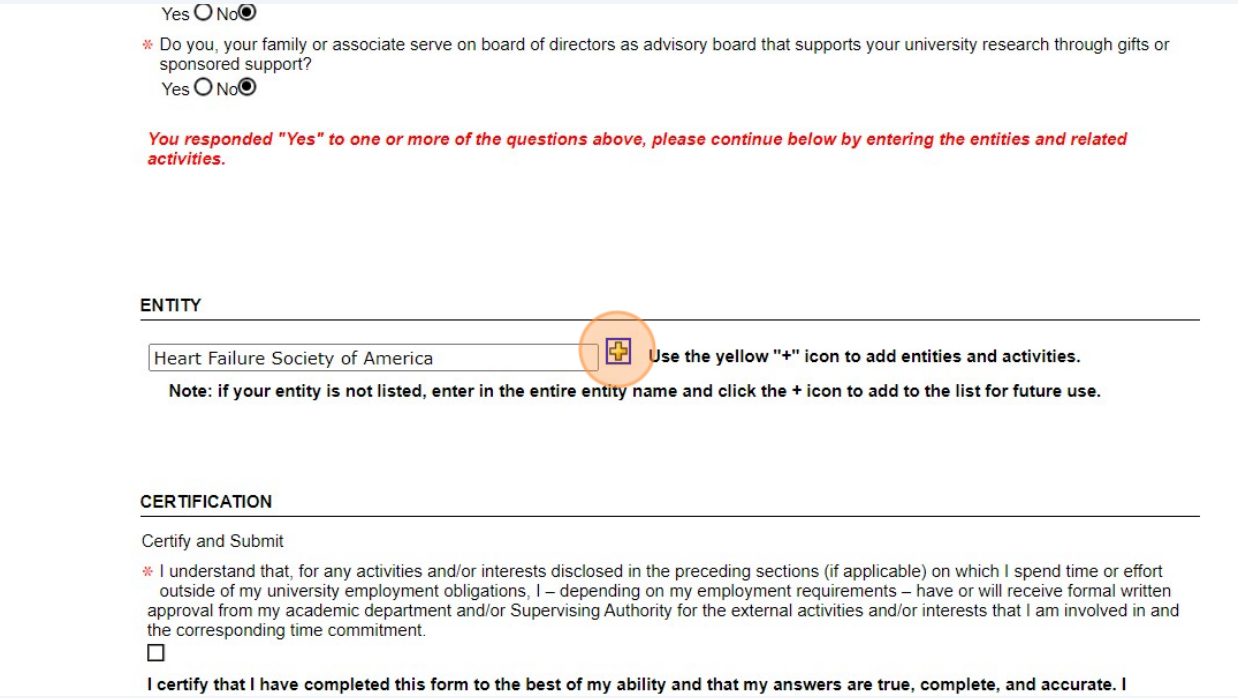
40 Click the "Start typing to locate Entity" field and enter in the name of your entity e.g. Heart



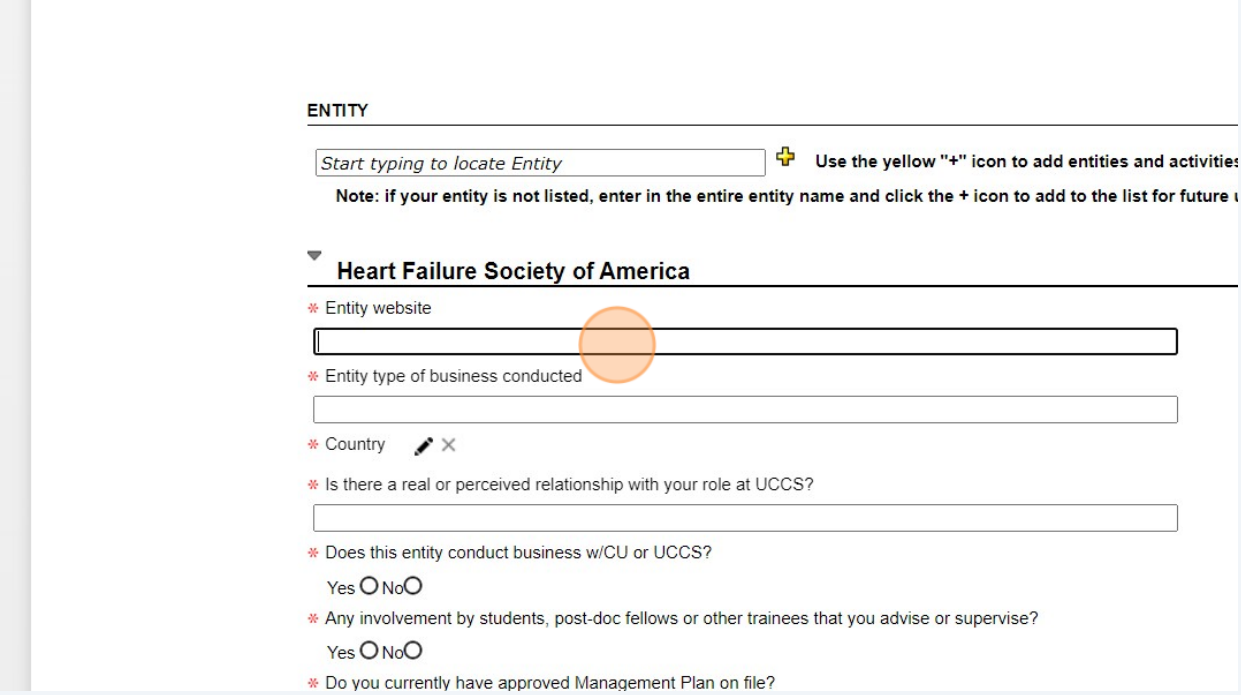
41 Select from "Heart Failure Society of America" from the drop down list



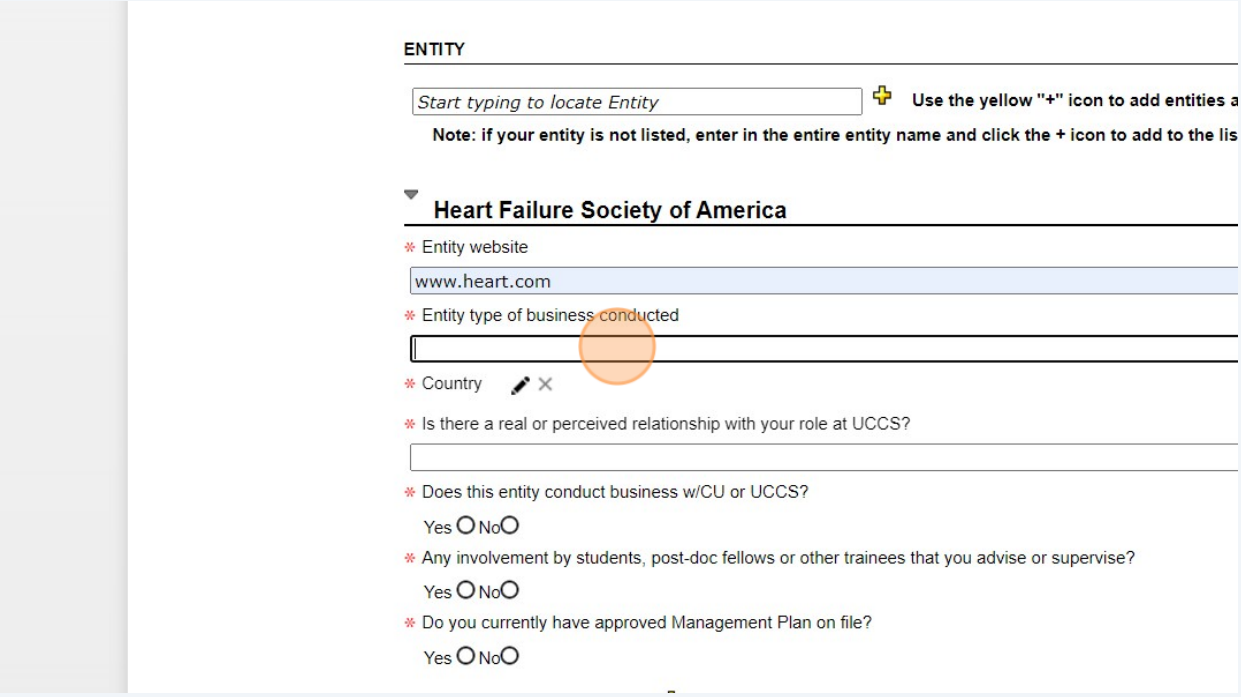
42 Click here to add this entity previously selected .
Note: If your entity is not listed, type out the full name and click the Yellow Plus + icon



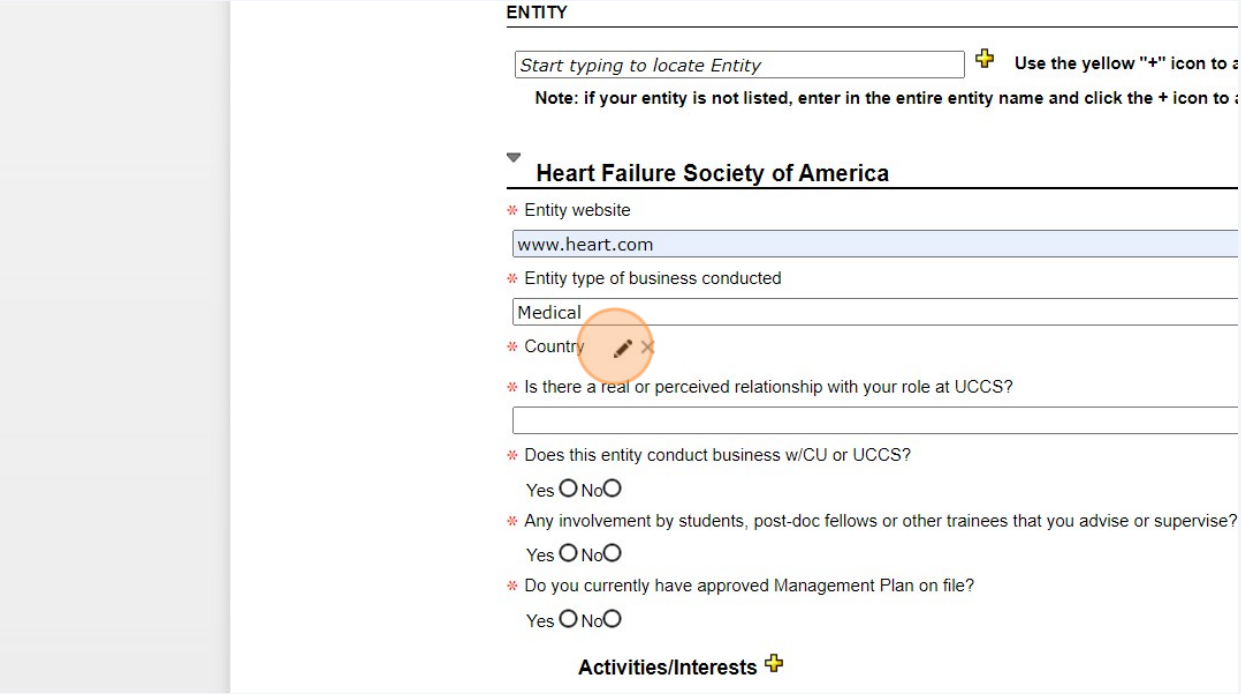
43 Click this field and enter in website url e.g. heart.com



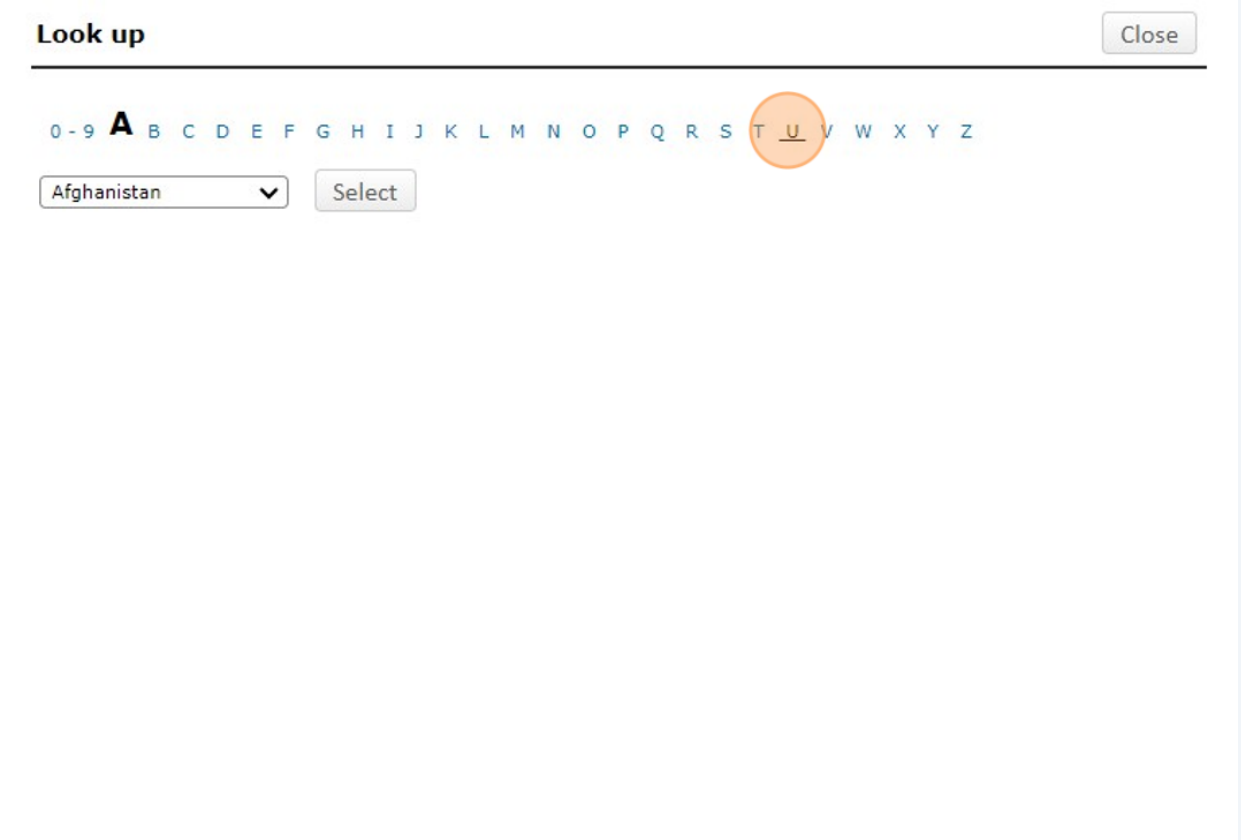
44 Click this field and enter type of business conducted e.g. medical.



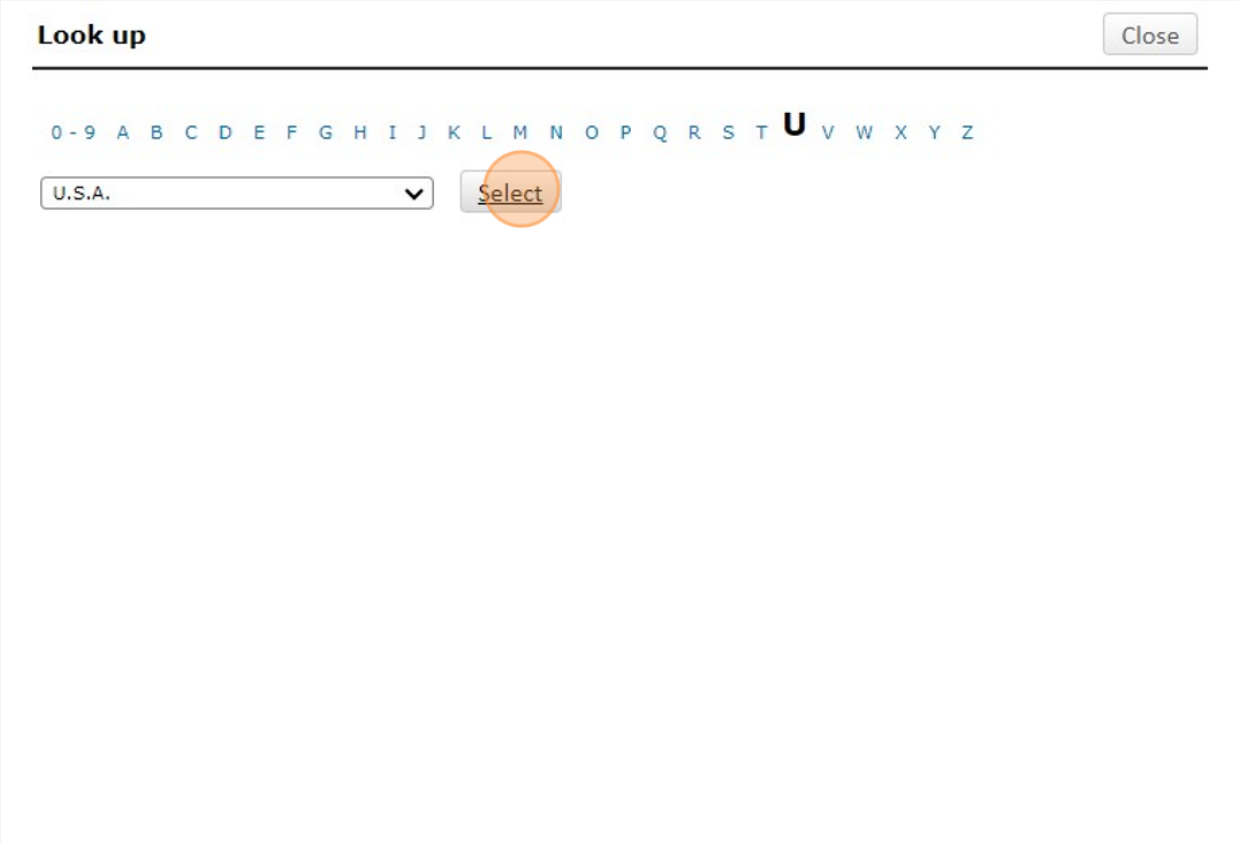
45 Click the pencil icon to select Country e.g. U.S.A.



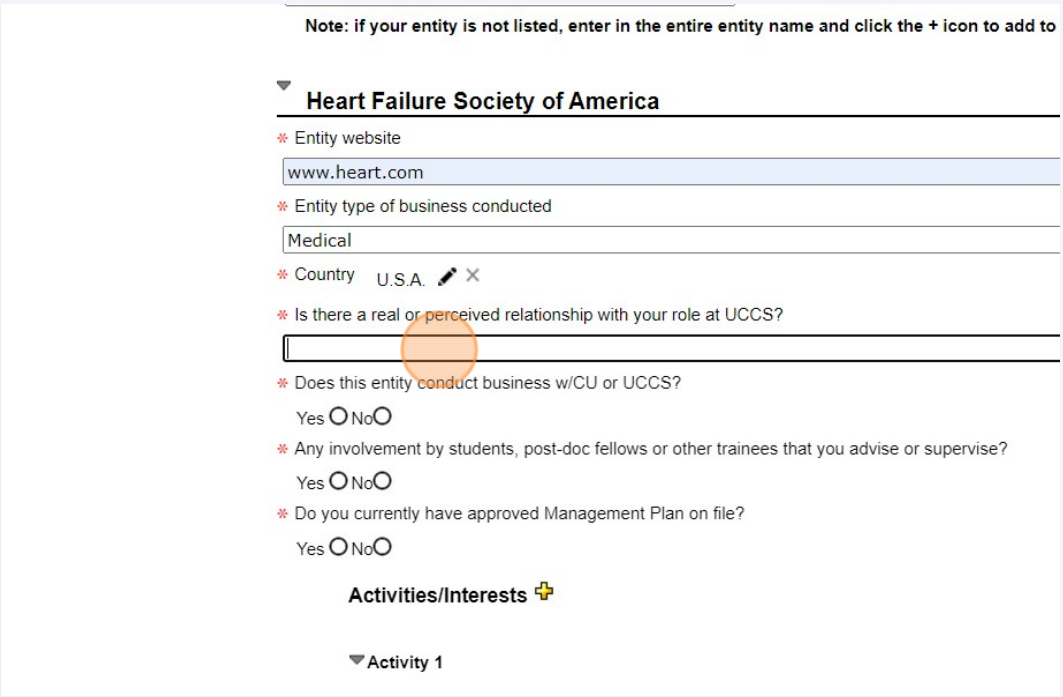
46 Click "U"



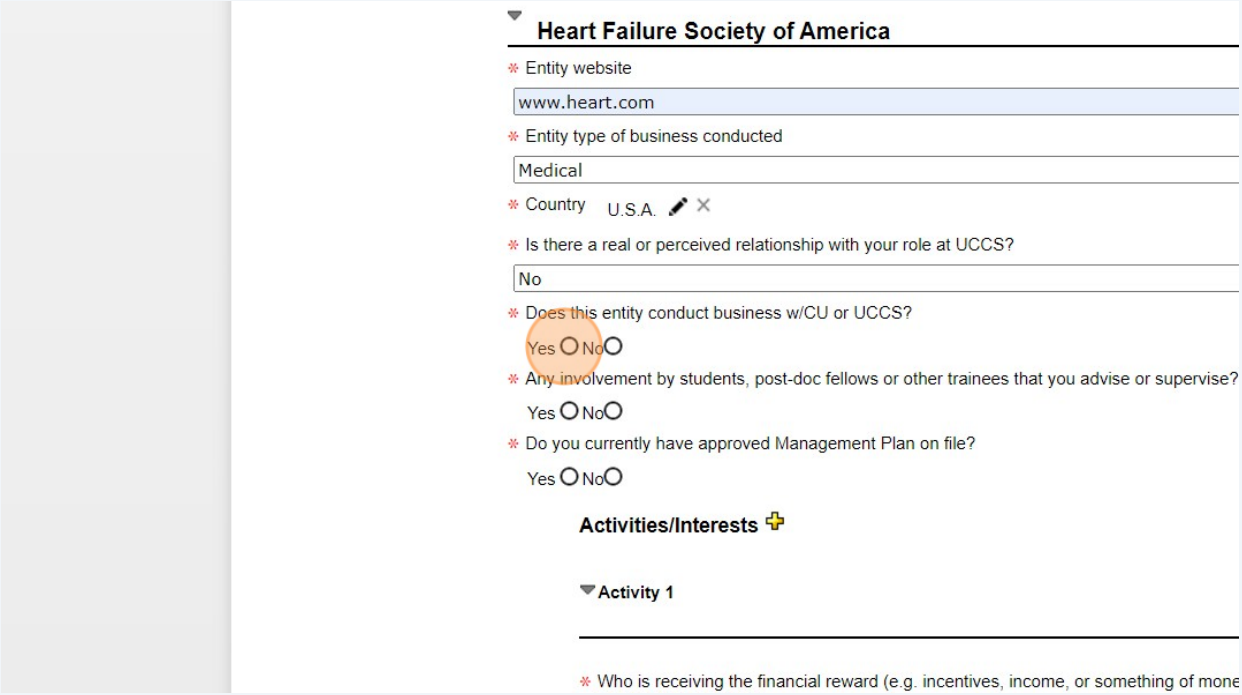
47 Click "Select"



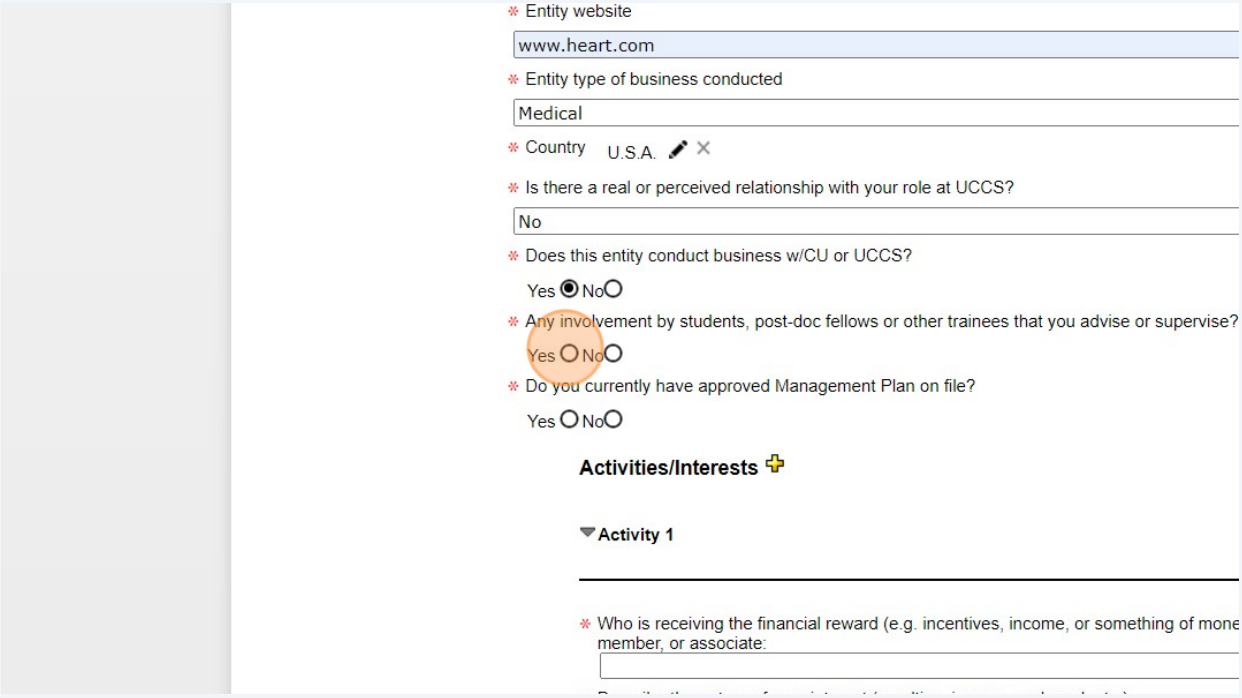
48 Click this field and enter relationship information e.g None .



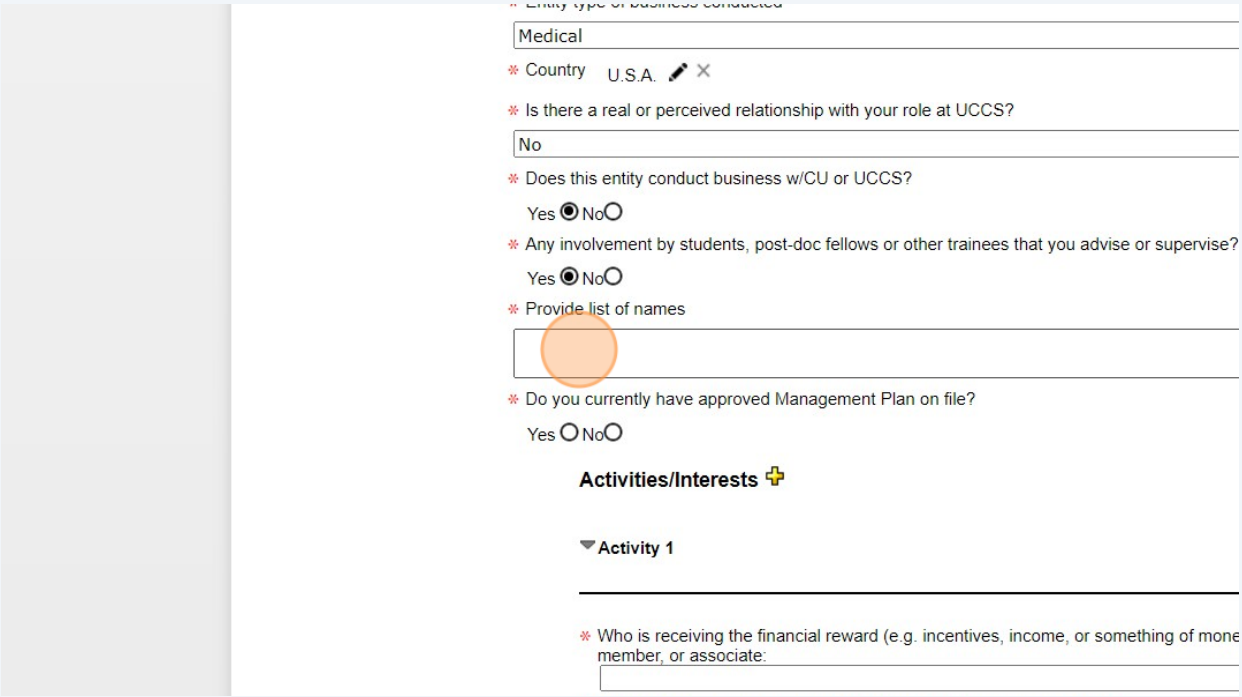
49 Click the "Yes" field.



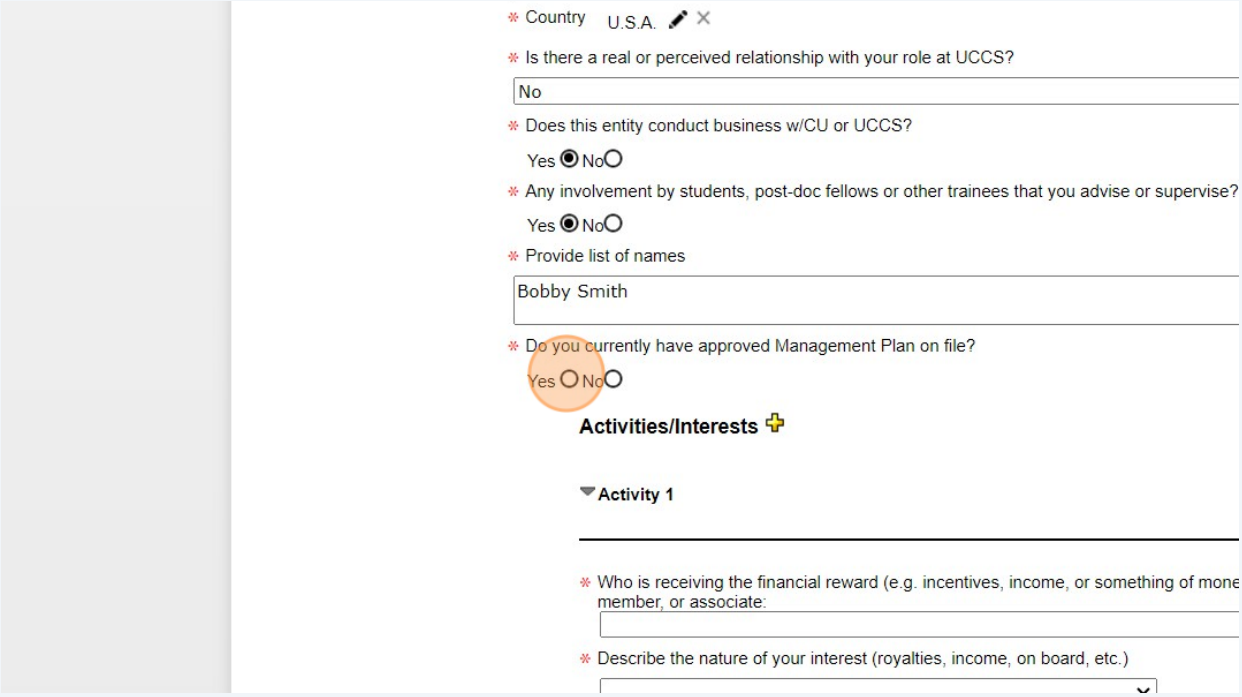
50 Click the "Yes" field.



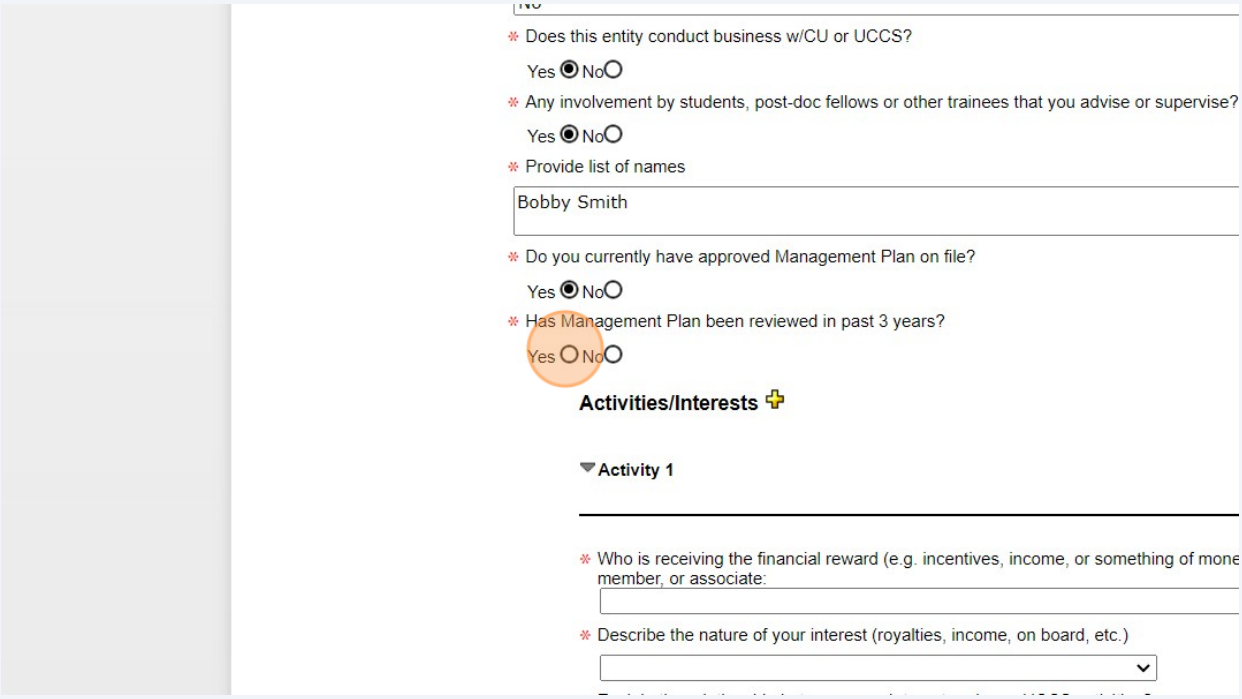
51 Click this field and provide a list of names e.g. Bobby Smith



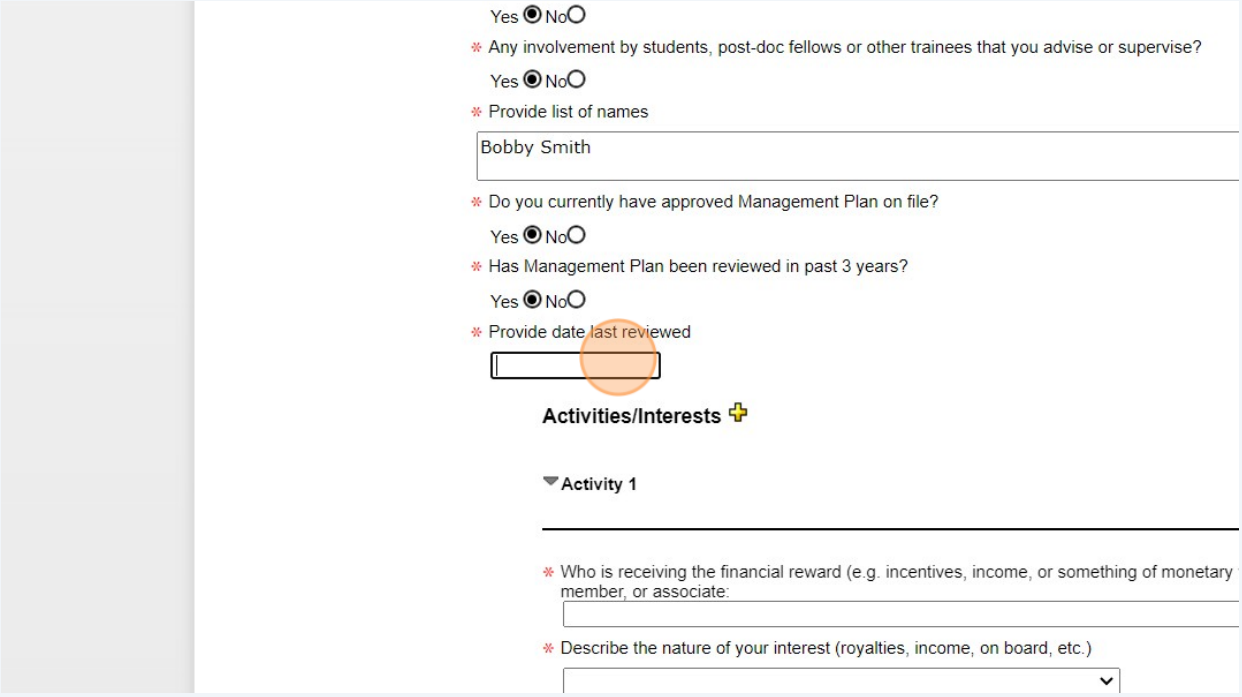
52 Click the "Yes" field.



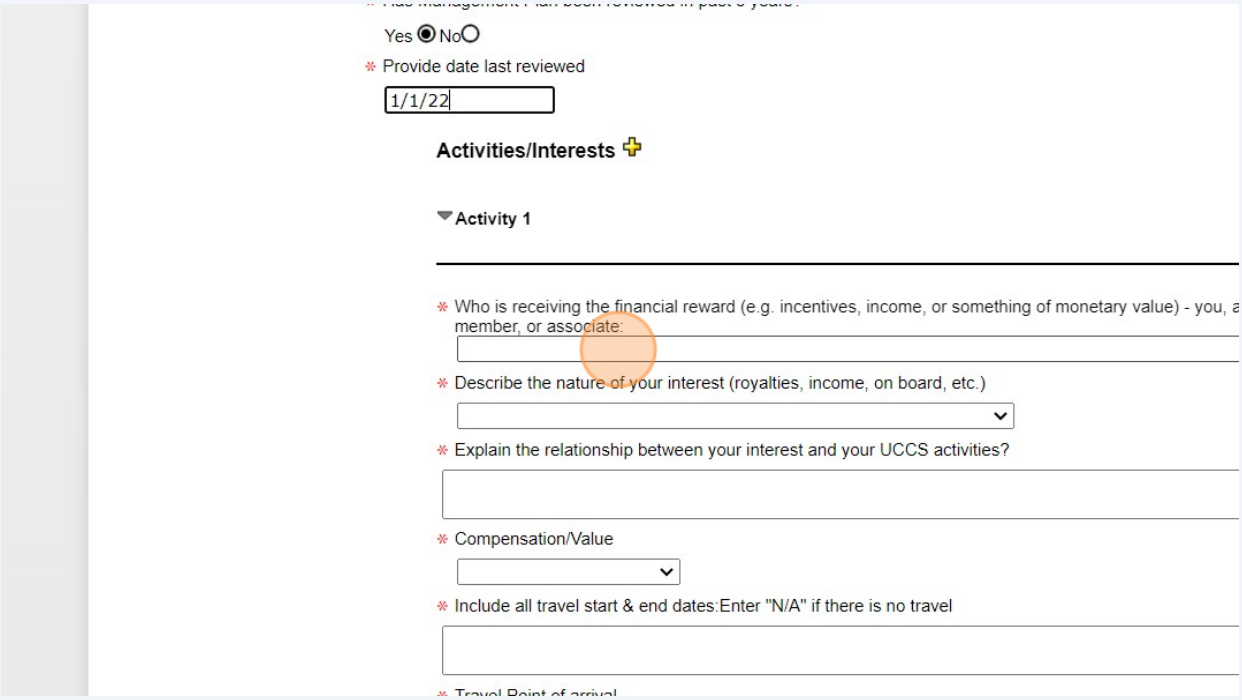
53 Click the "Yes" field.



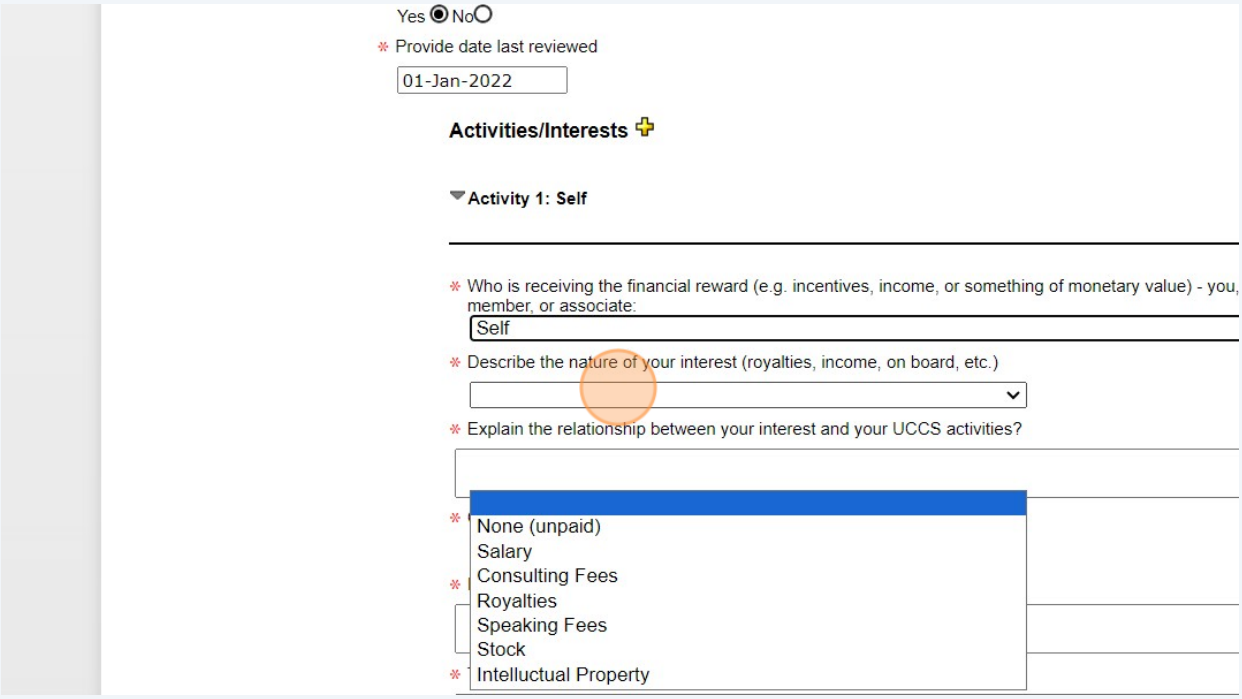
54 Click this field and enter in a date e.g. 1/1/22.



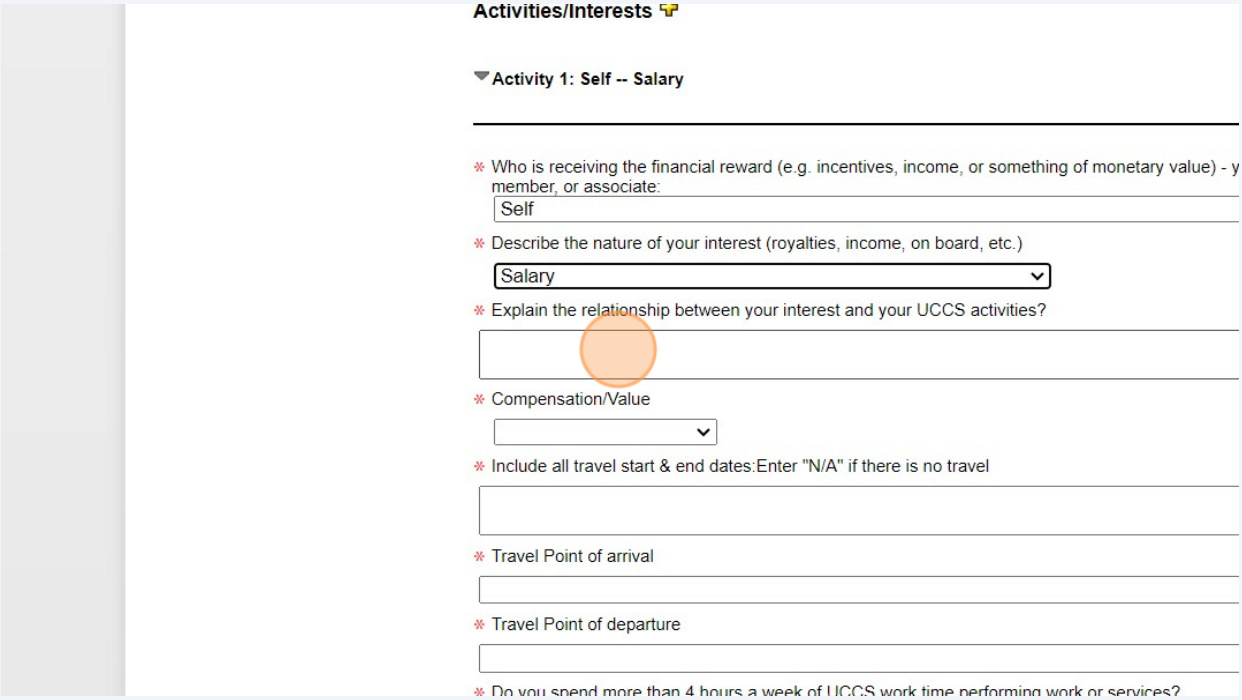
55 Click this dropdown and select e.g. Self.



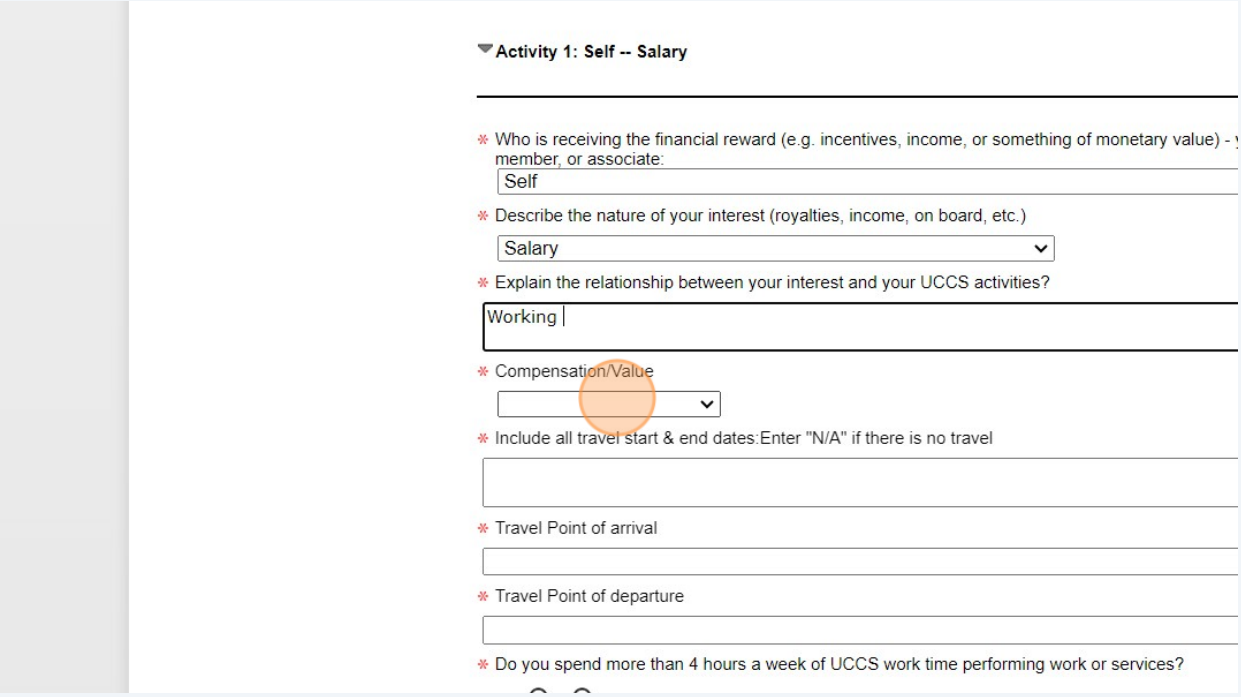
56 Click this dropdown, and select e.g. Salary.



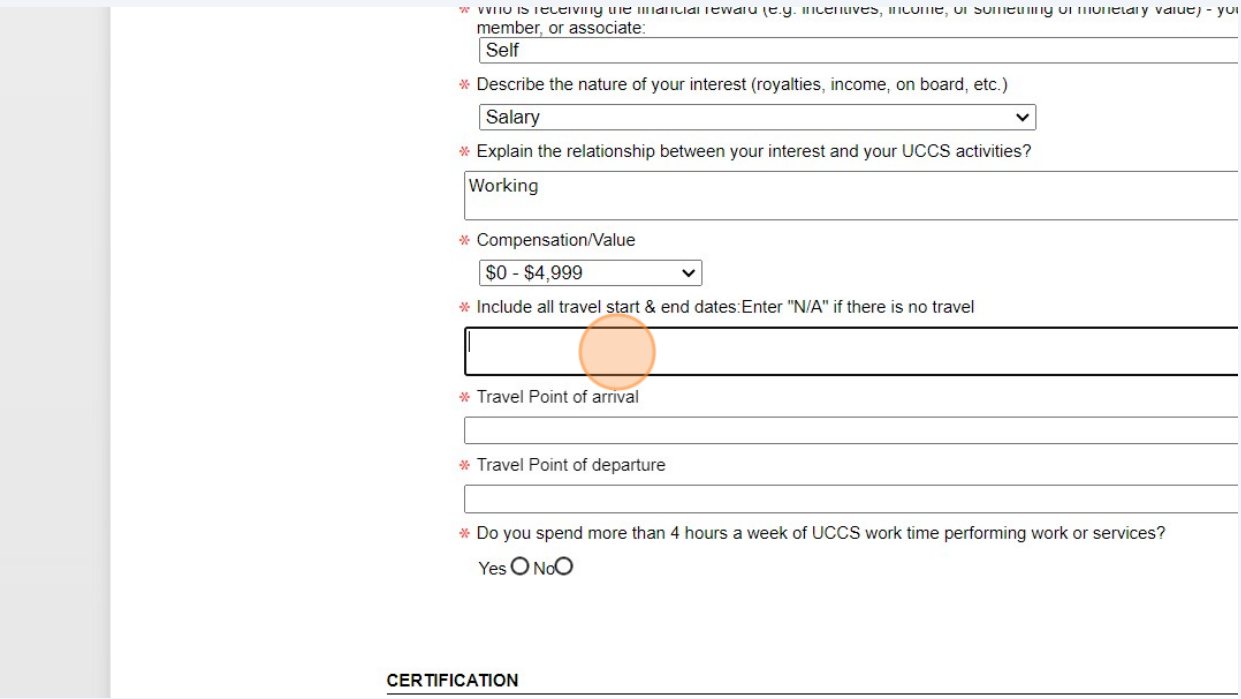
57 Click this field and explain the relationship e.g. working.



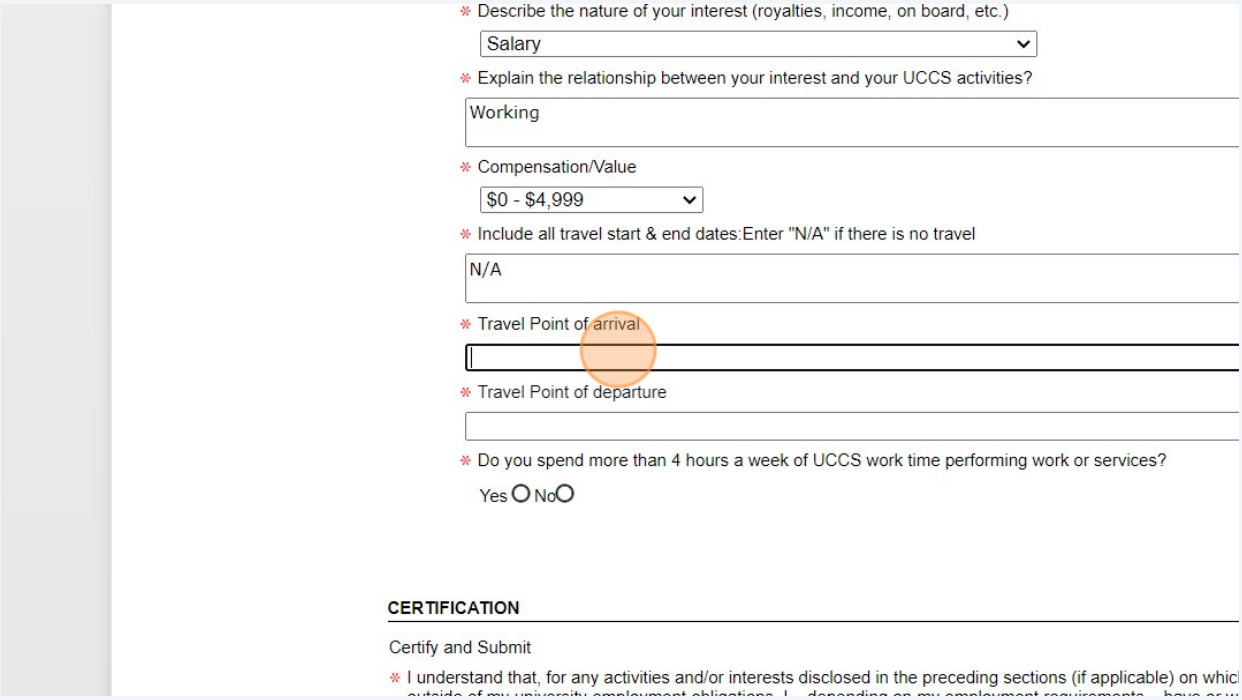
58 Click this dropdown and select e.g. $0-$4,999.



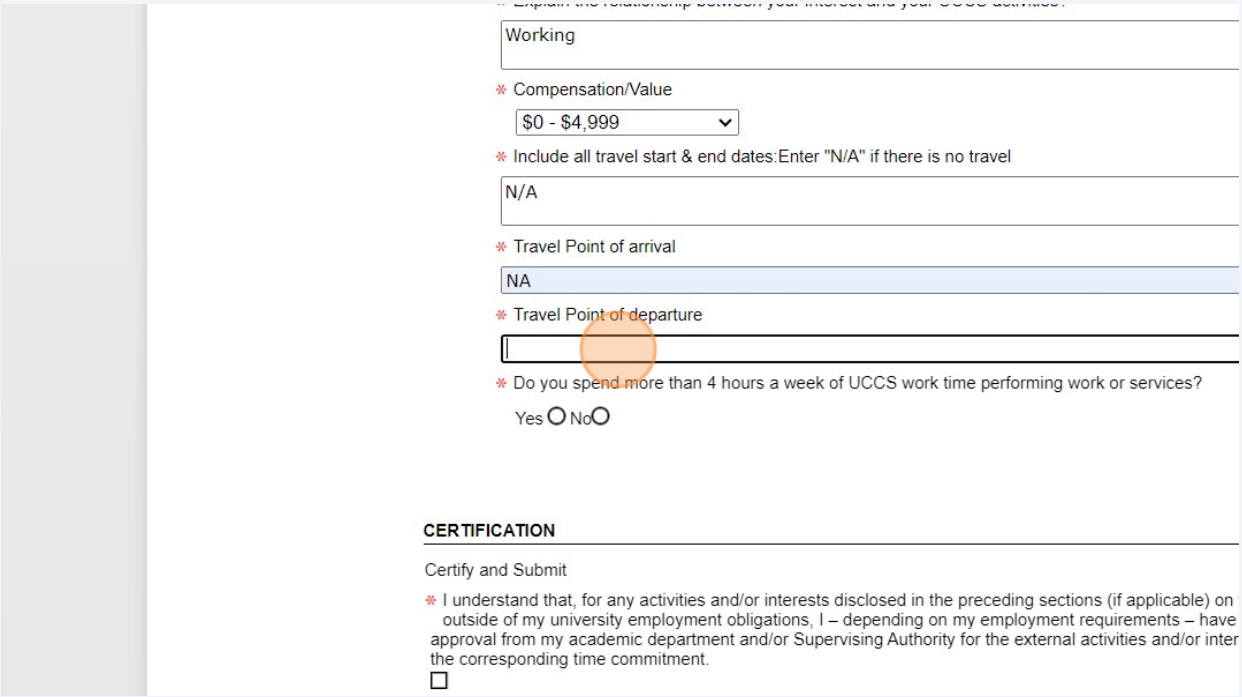
59 Click this field and enter e.g. N/A.



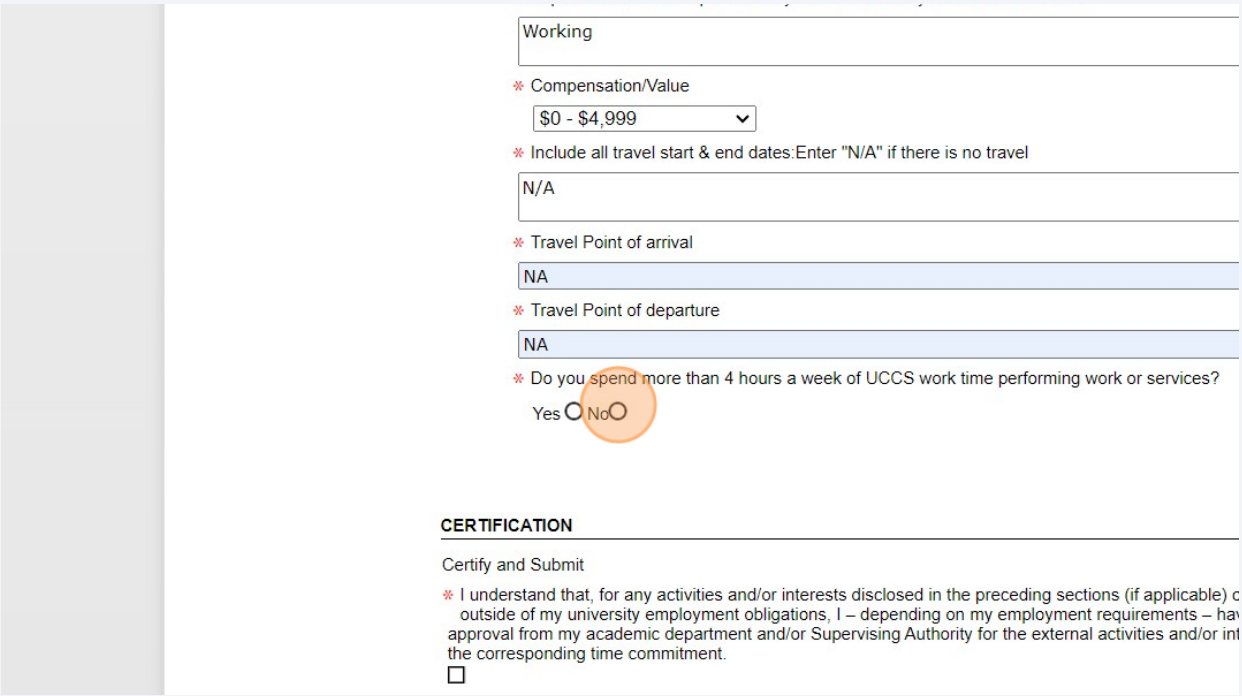
60 Click this field and enter e.g. N/A.



61 Click this field and enter e.g. N/A.



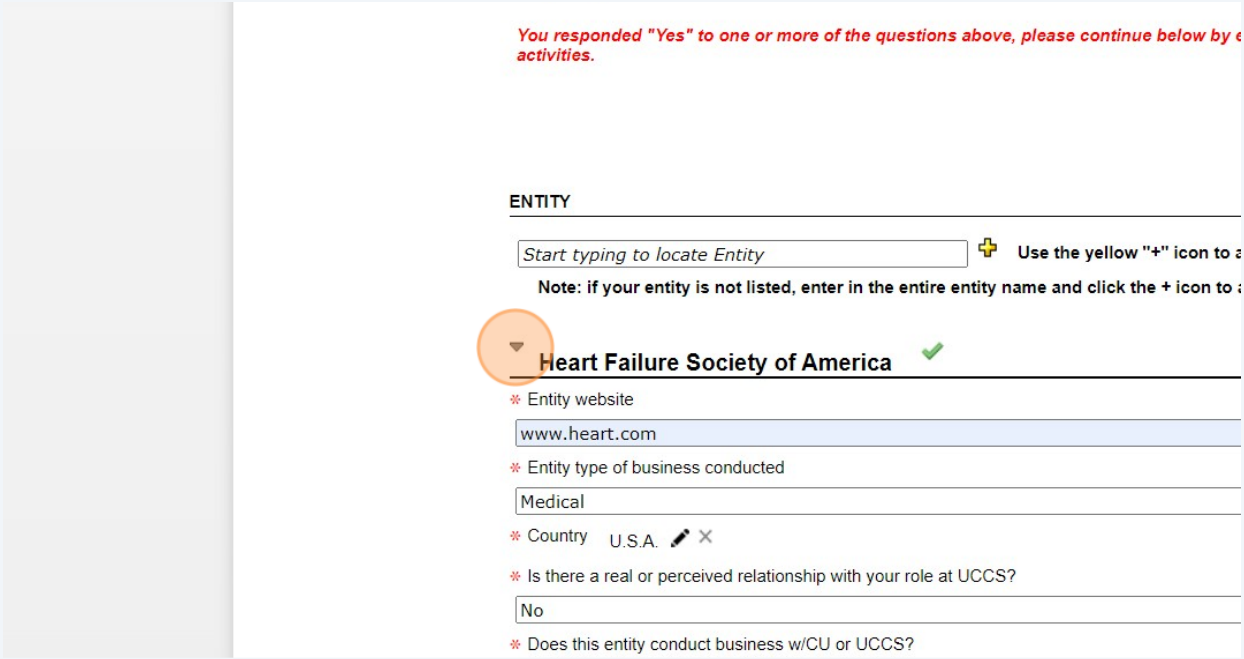
62 Click the "No" field.



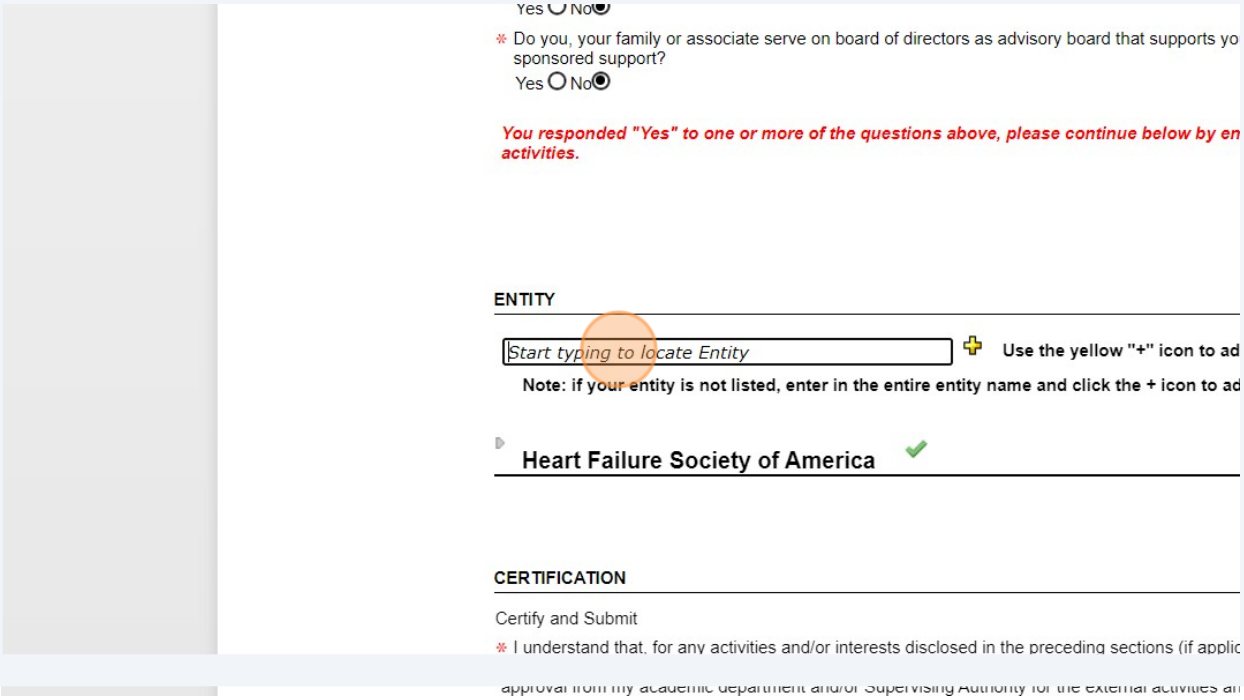
63

Click this image to minimize the entity detail questions and ensure you have added all of your entities

Note you will see a green check mark next to the entity name if you have completed all of the detail questions

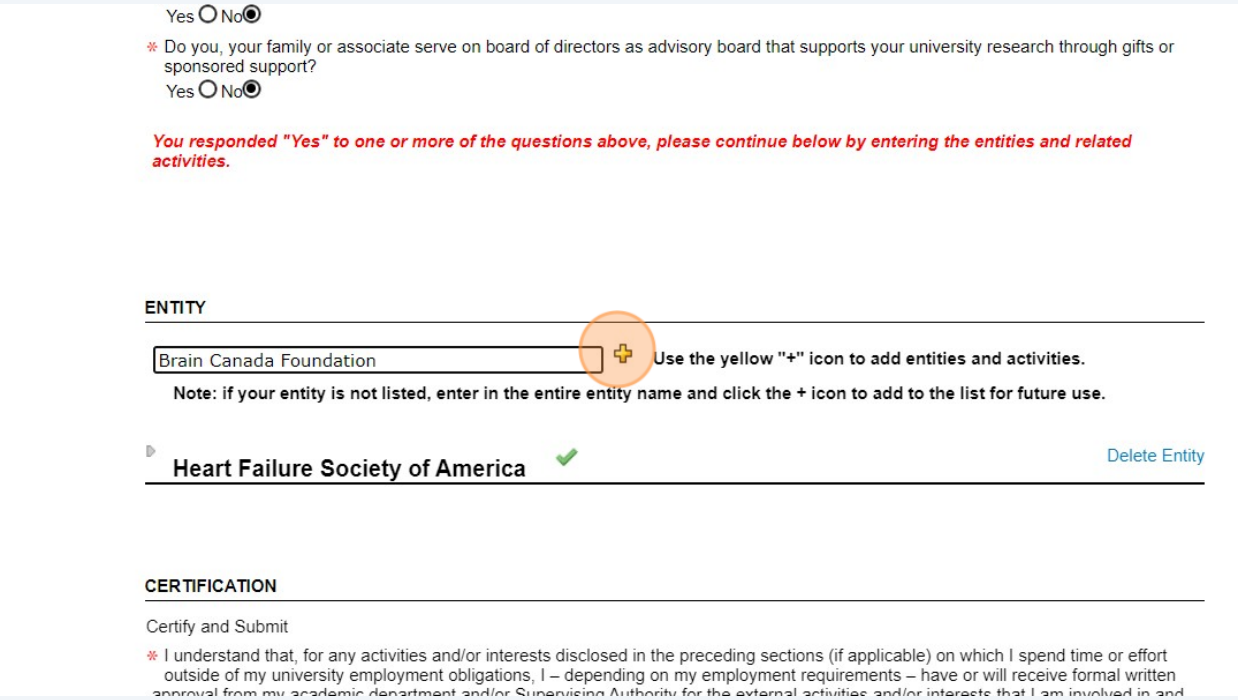


64 To add an additional entity Click the "Start typing to locate Entity" field. and enter in the entity texts e.g. brain

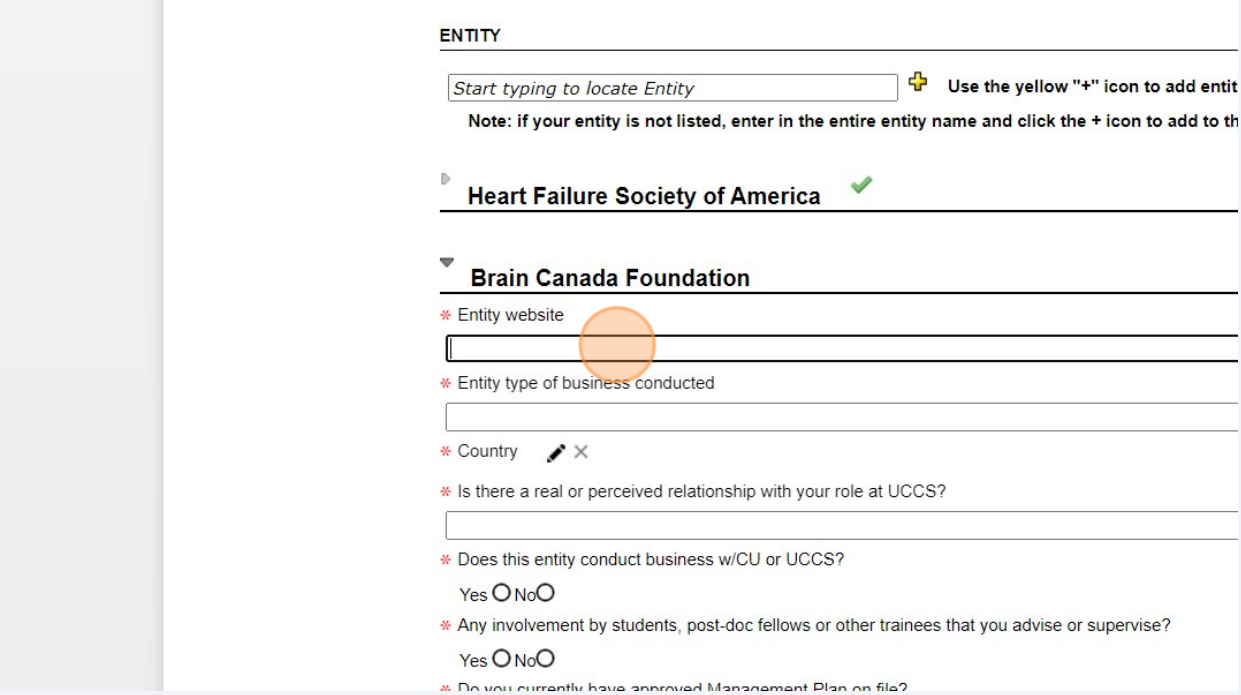


65 Click dropdown and select e.g. "Brain Canada Foundation"

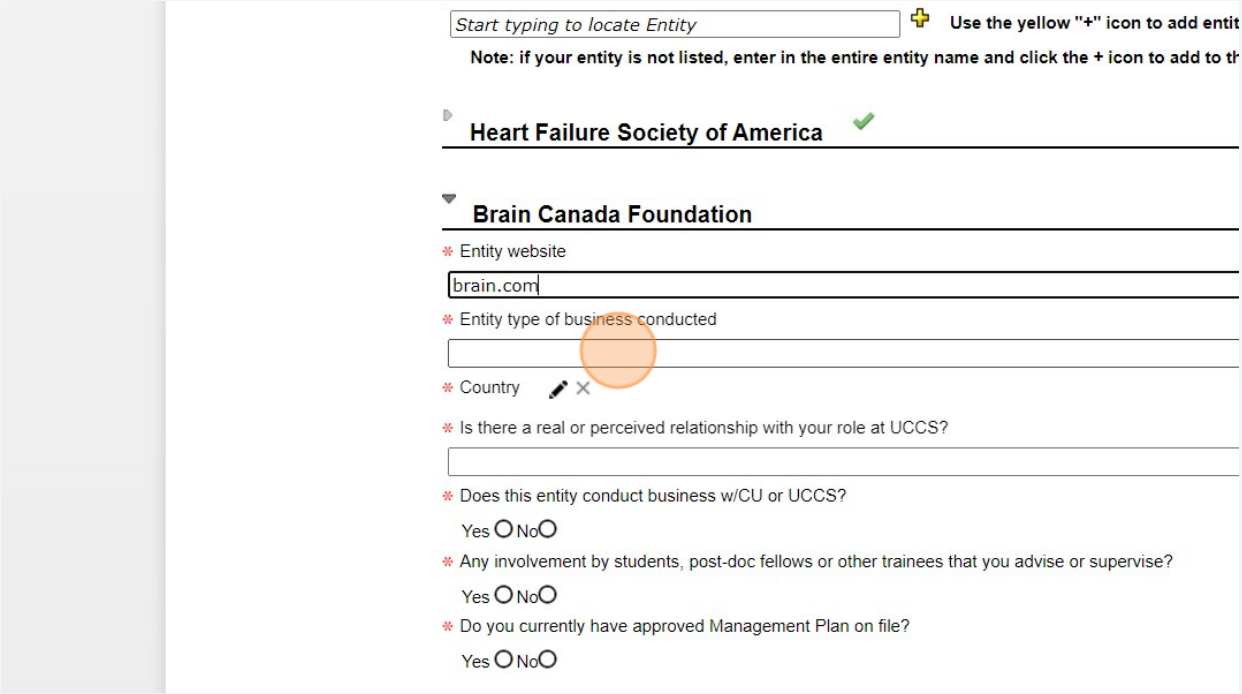
66 Once you've selected Brain Canada Foundation, Click the yellow Plus + icon to add this entity.



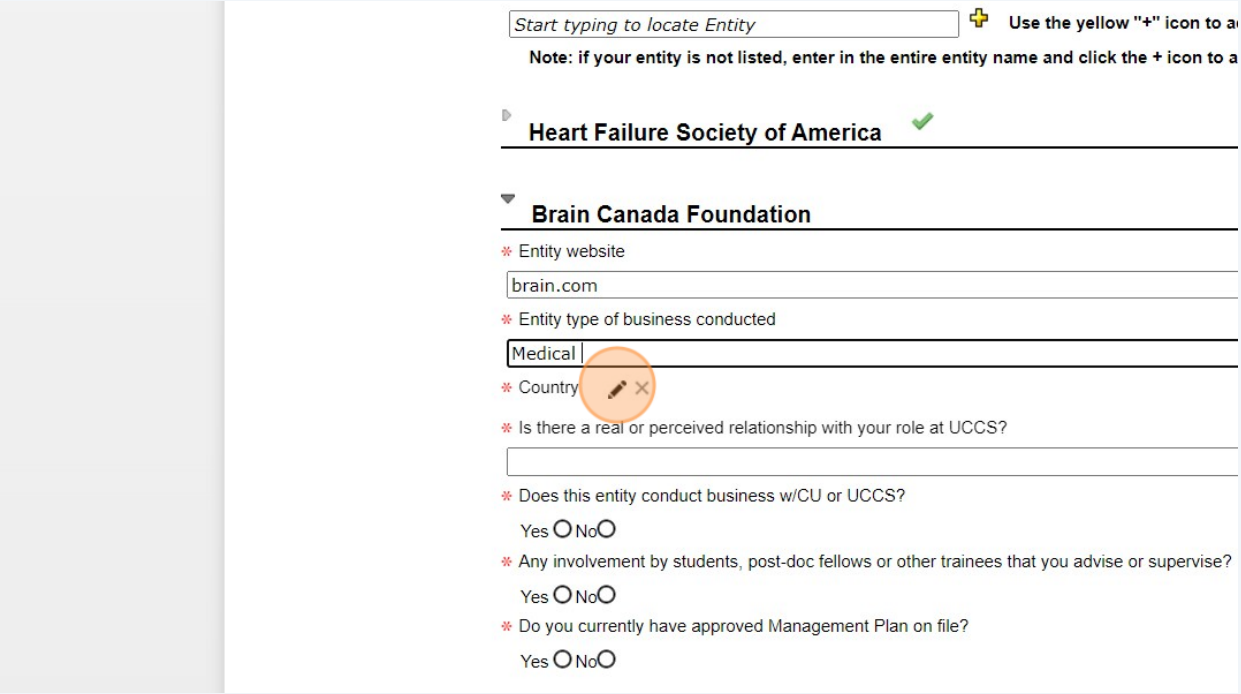
67 Click this field and enter in Website URL e.g. brain.com.



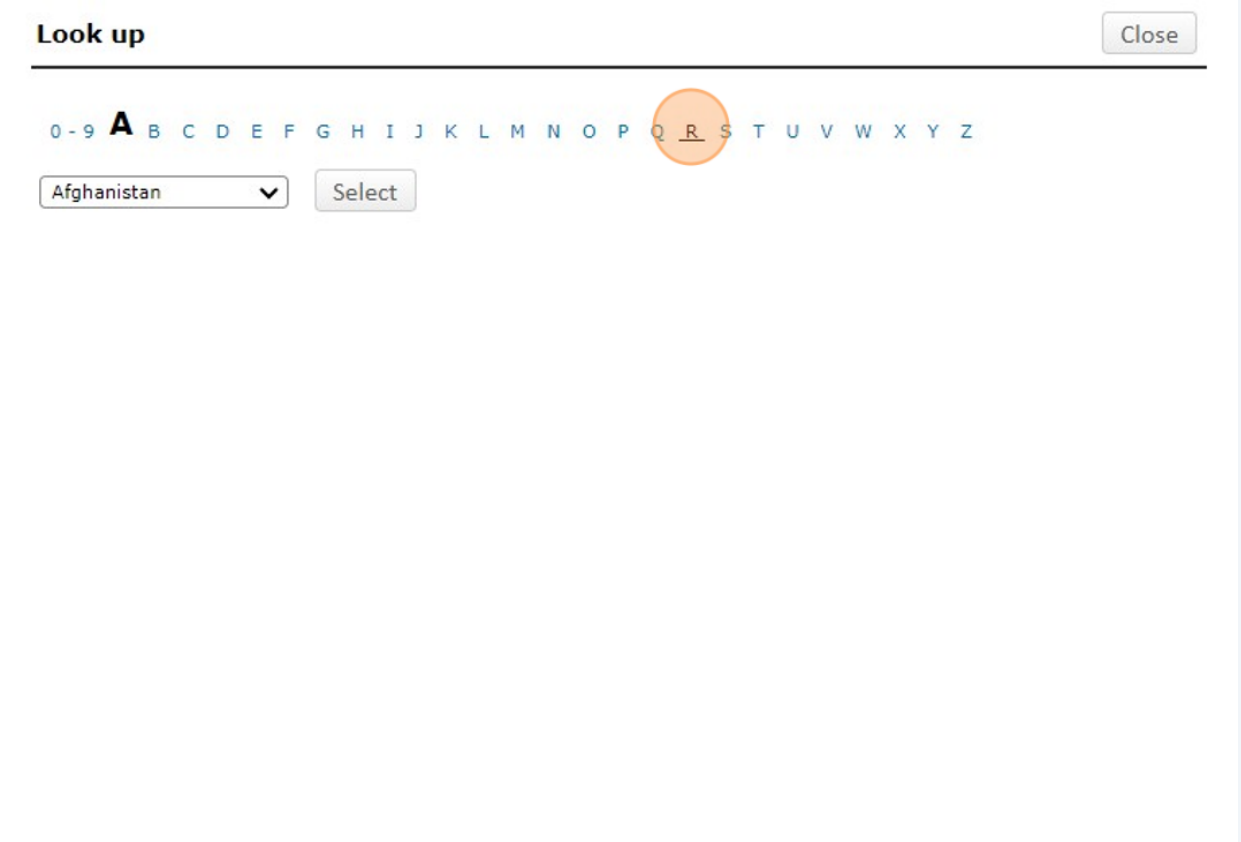
68 Click this field and enter Type of Business Conducted e.g. Medical .



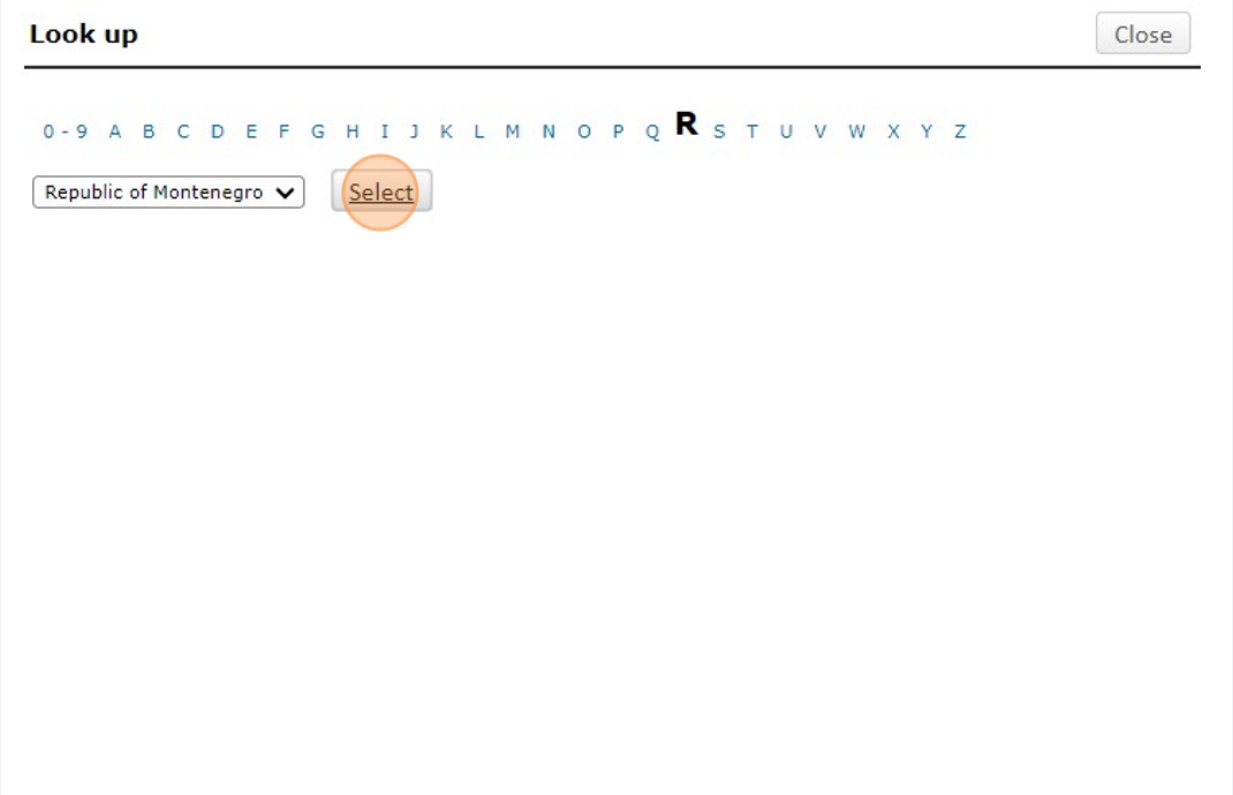
69 Click the pencil image and Select Letter of Country



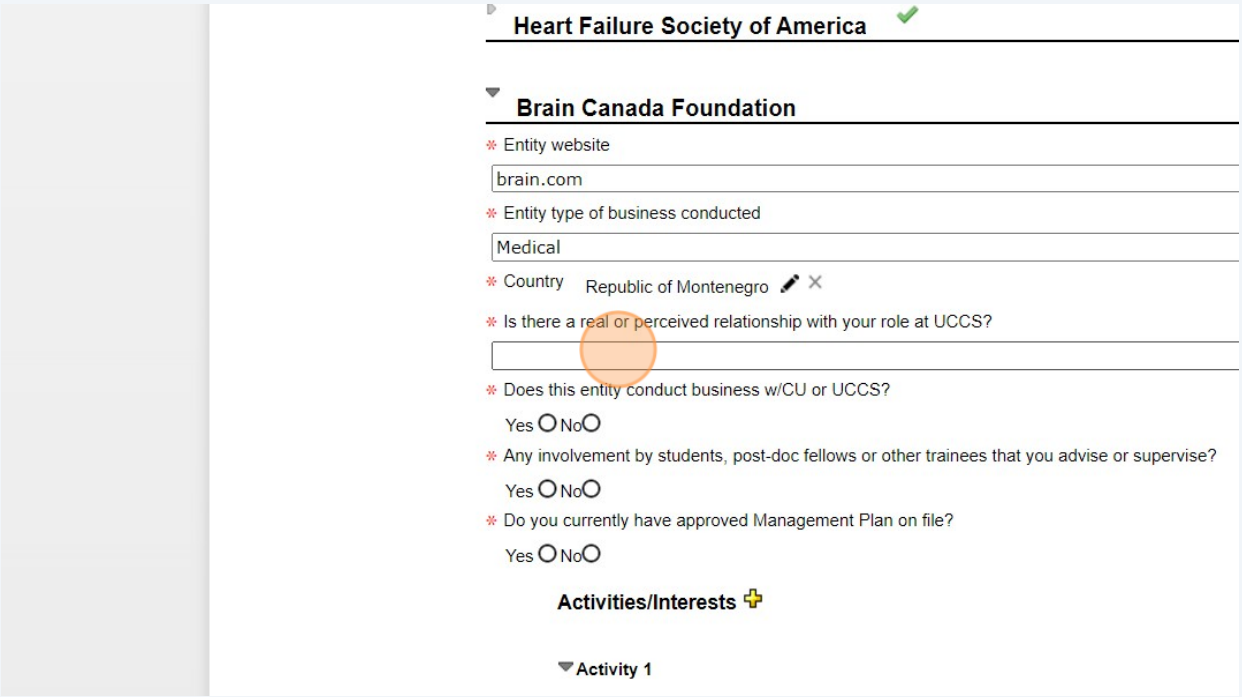
70 Click e.g."R"



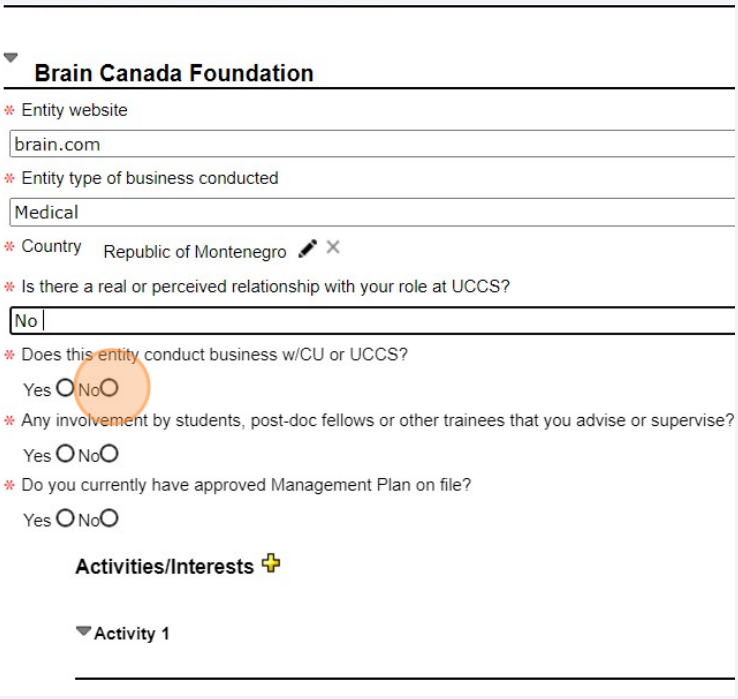
71 Click on the first letter of the Country name, to find Country in drop down and then select e.g. Republic of Montenegro



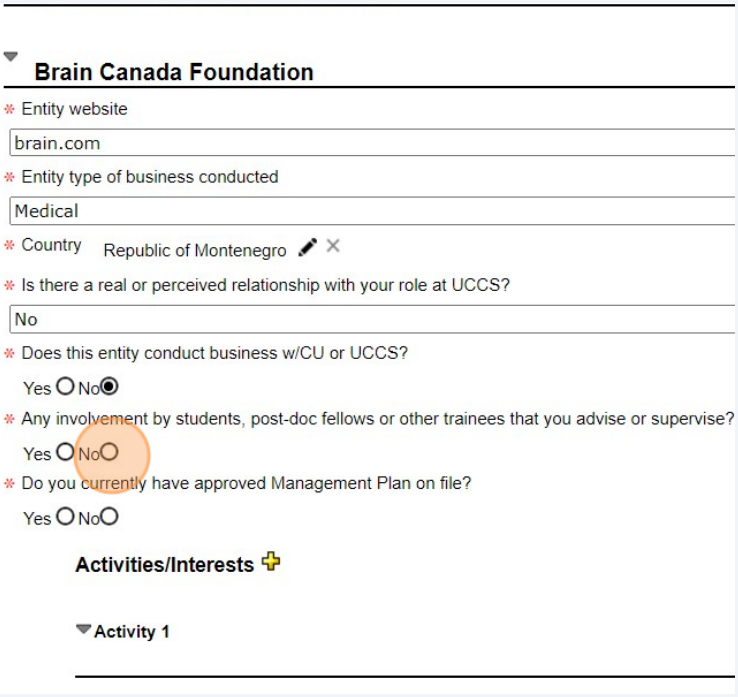
72 Click this field and Type details of relationship e.g. No



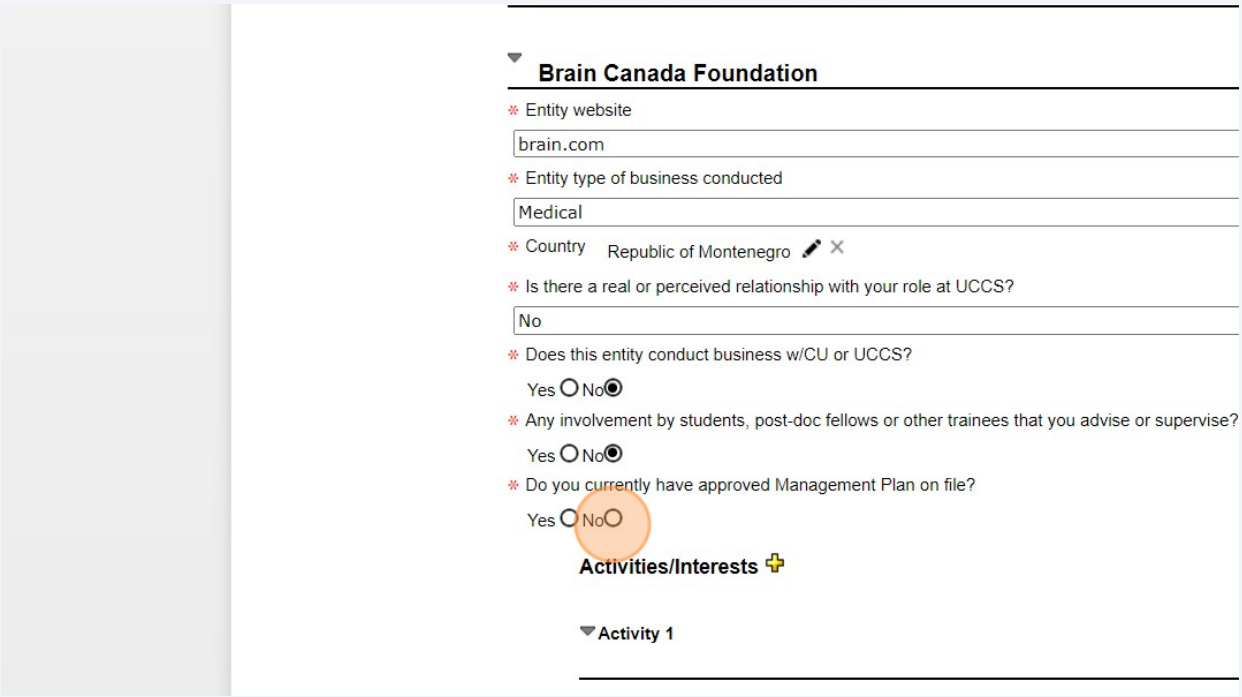
73 Click the "No" field.



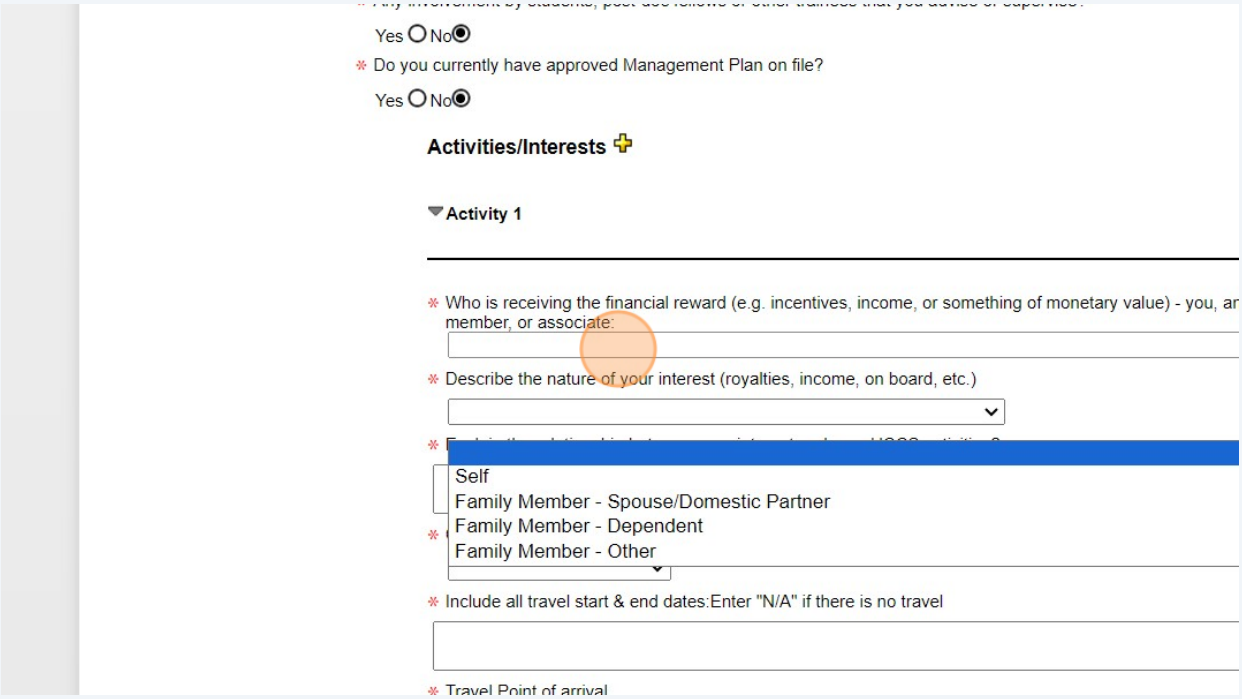
74 Click the "No" field.



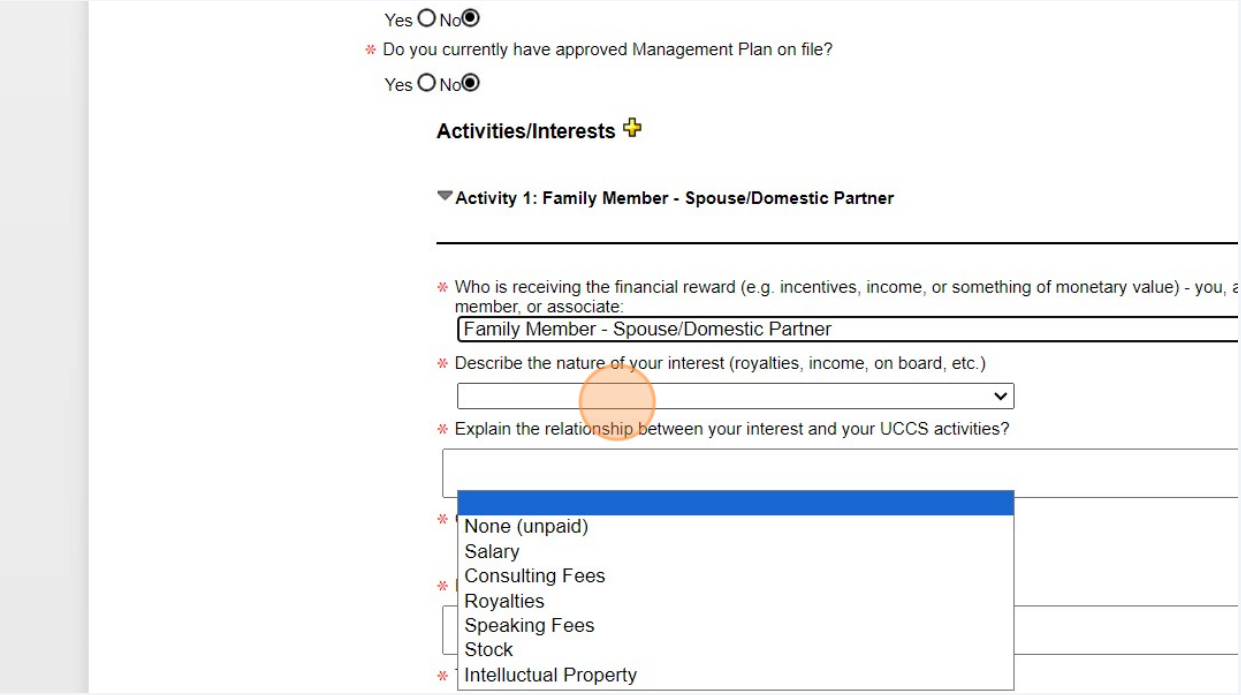
74 Click the "No" field.



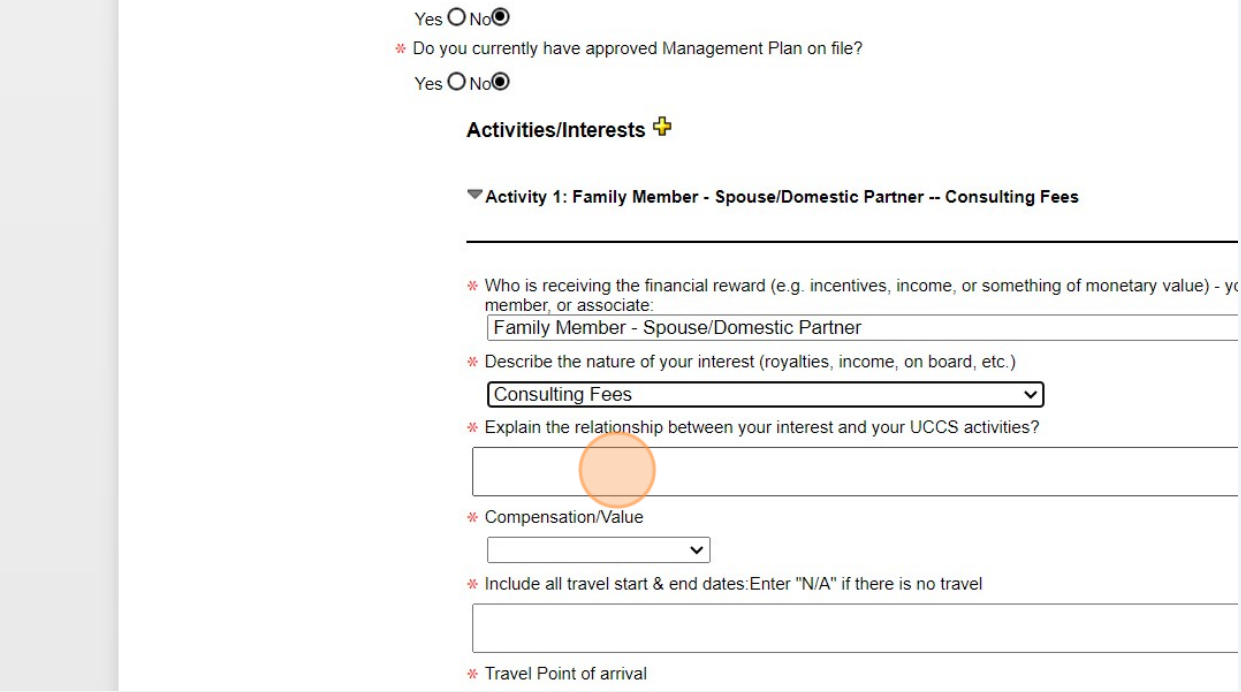
75 Click this dropdown and select e.g. Family Member- Spouse/Domestic Partner.



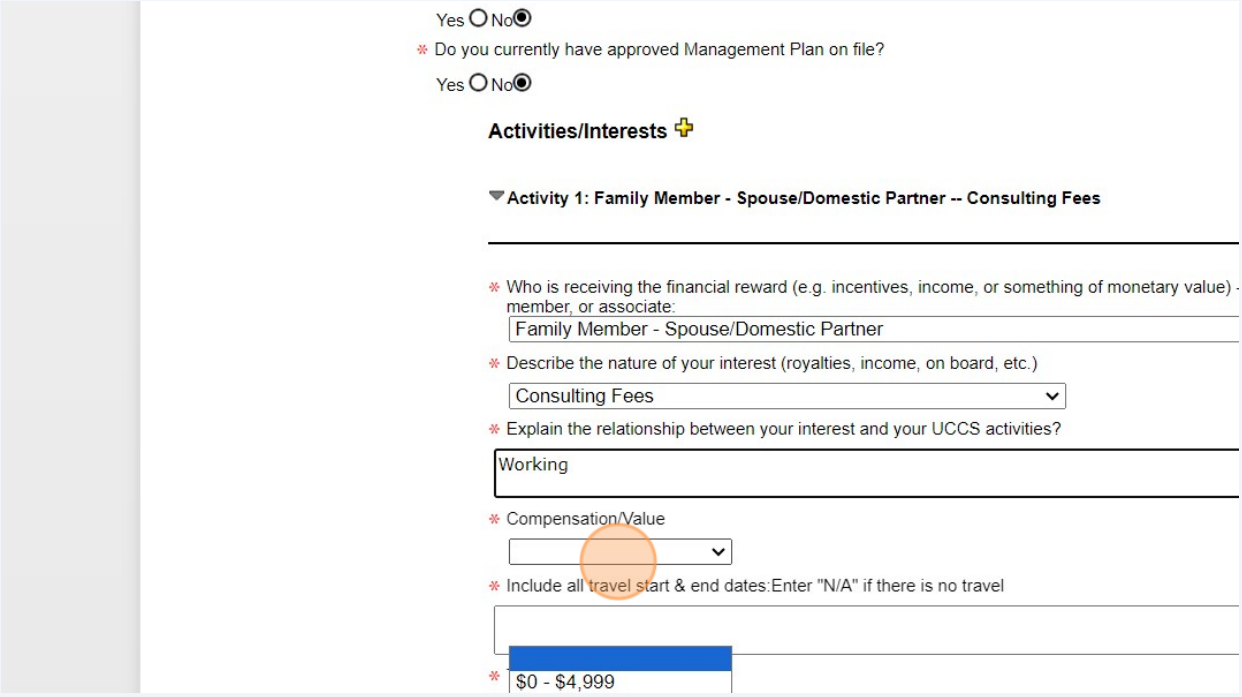
76 Click this dropdown and select e.g. Consulting Fees.



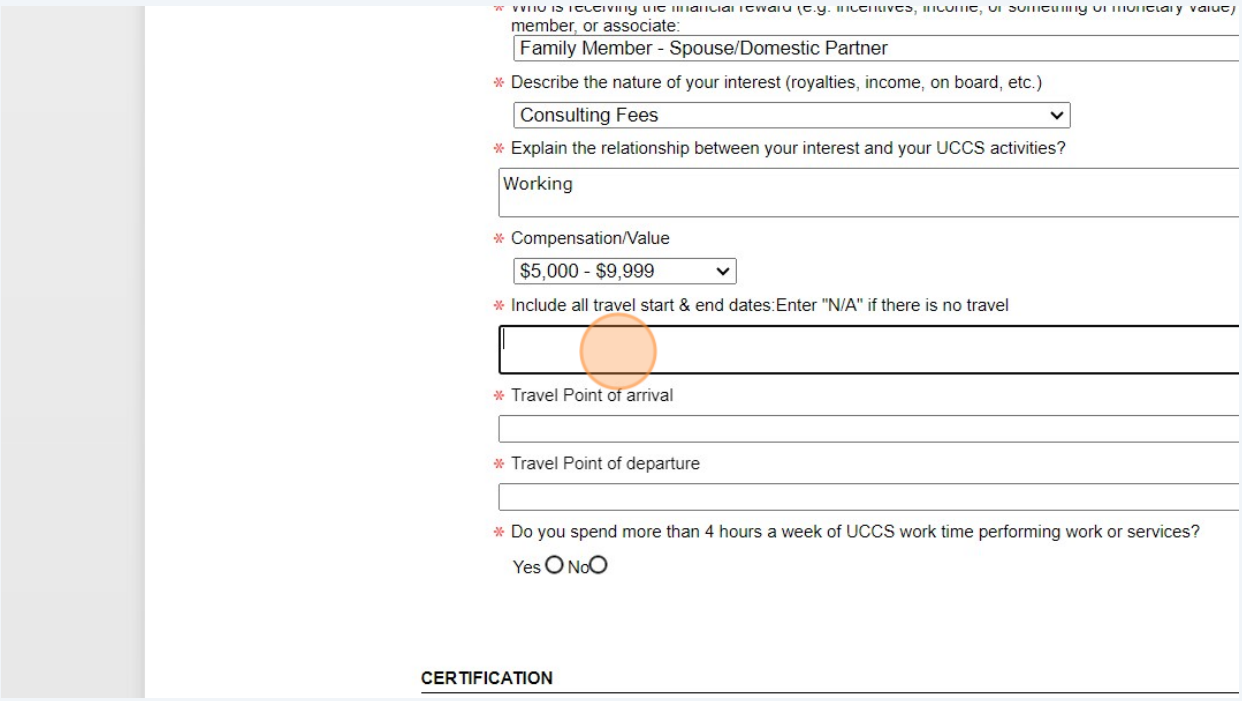
77 Click this field and Explain the relationship e.g.Working



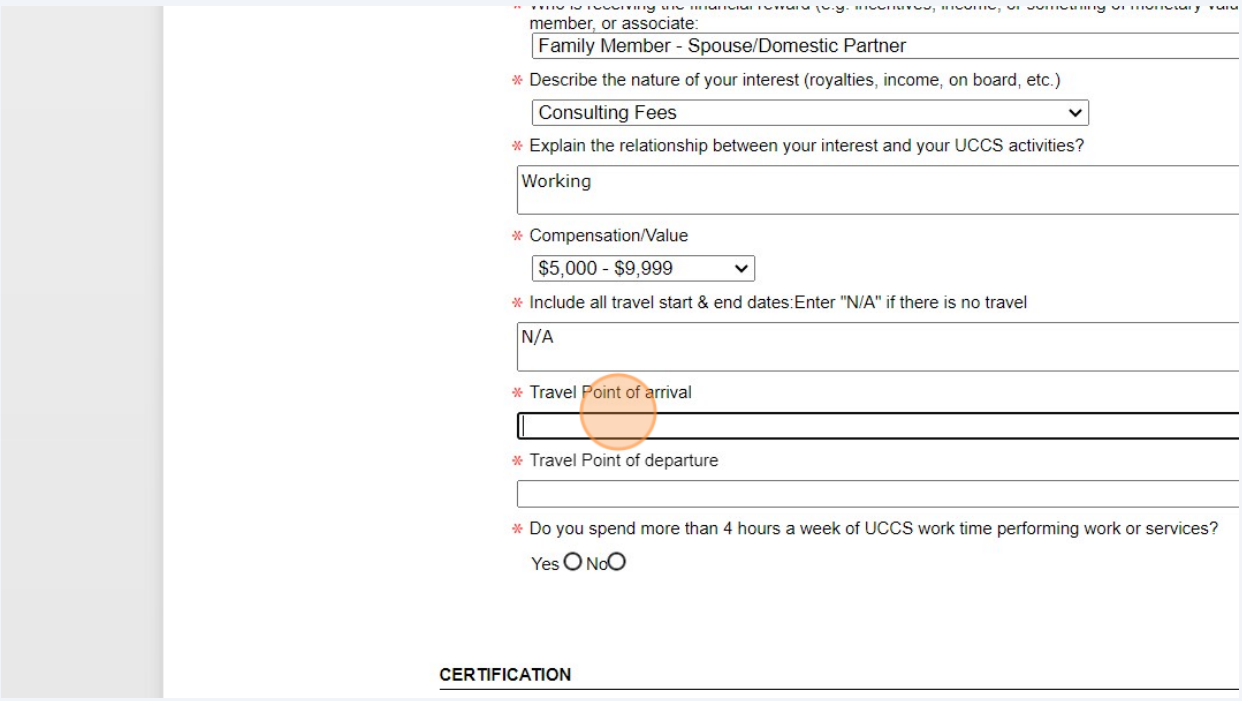
78 Click this dropdown and select e.g. $5,000- $9,999.



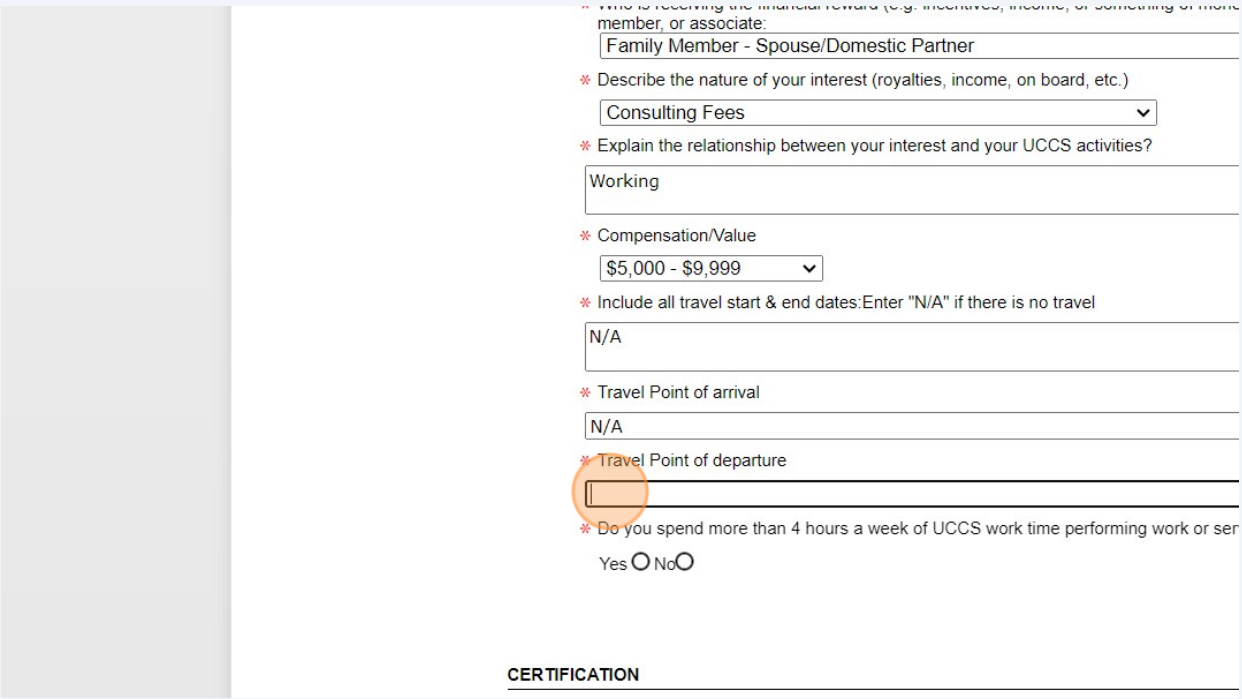
79 Click this field and enter in travel dates e.g. N/A.



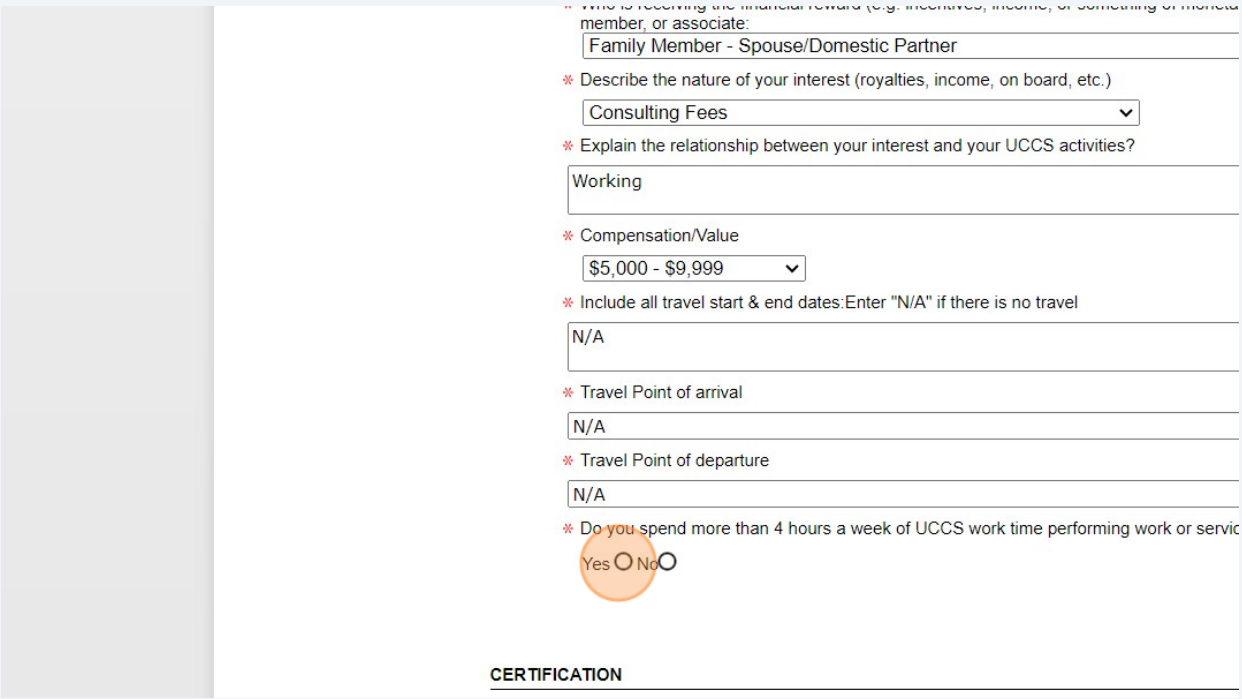
80 Click this field and enter in travel dates e.g. N/A.



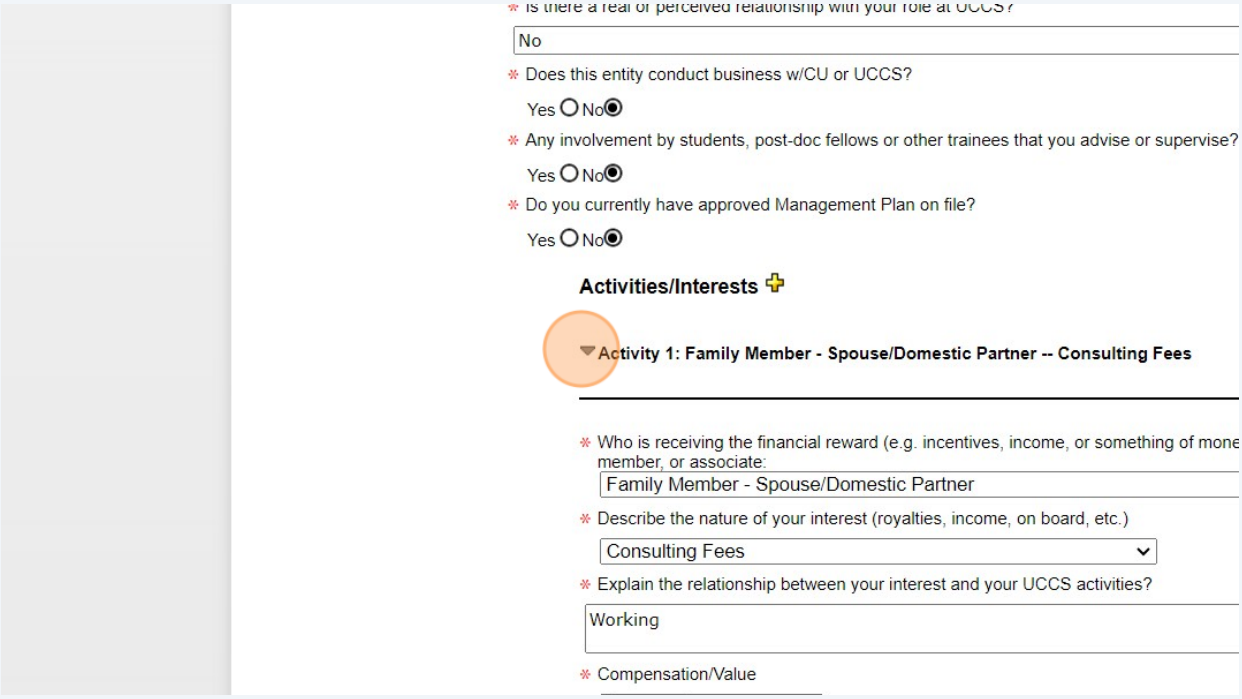
81 Click this field and enter in travel dates e.g. N/A.



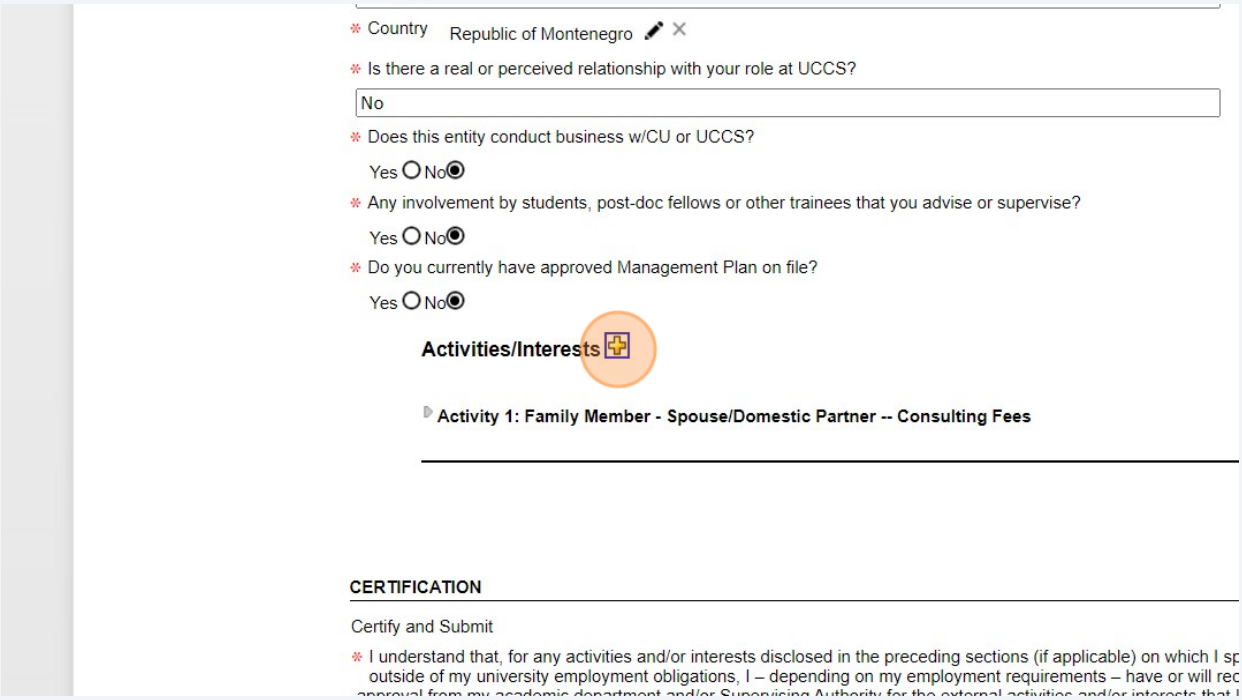
82 Click the "Yes" field.



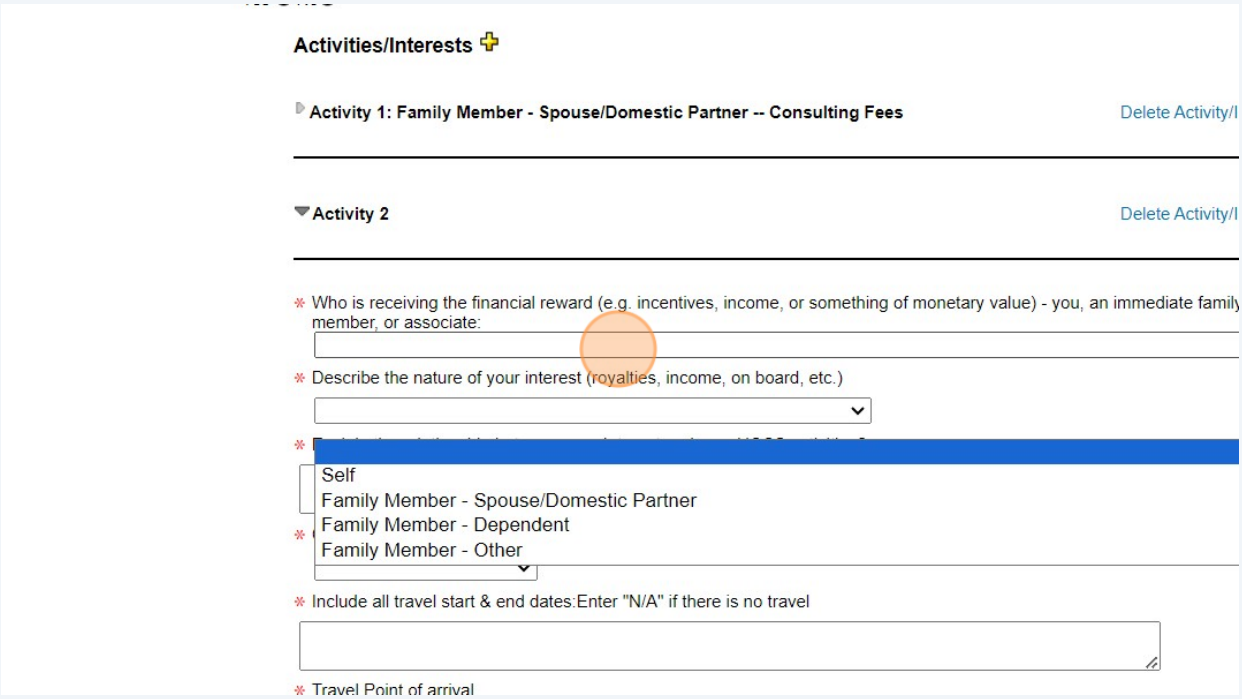
83 Click this image to minimize the activity and add an additional activity.



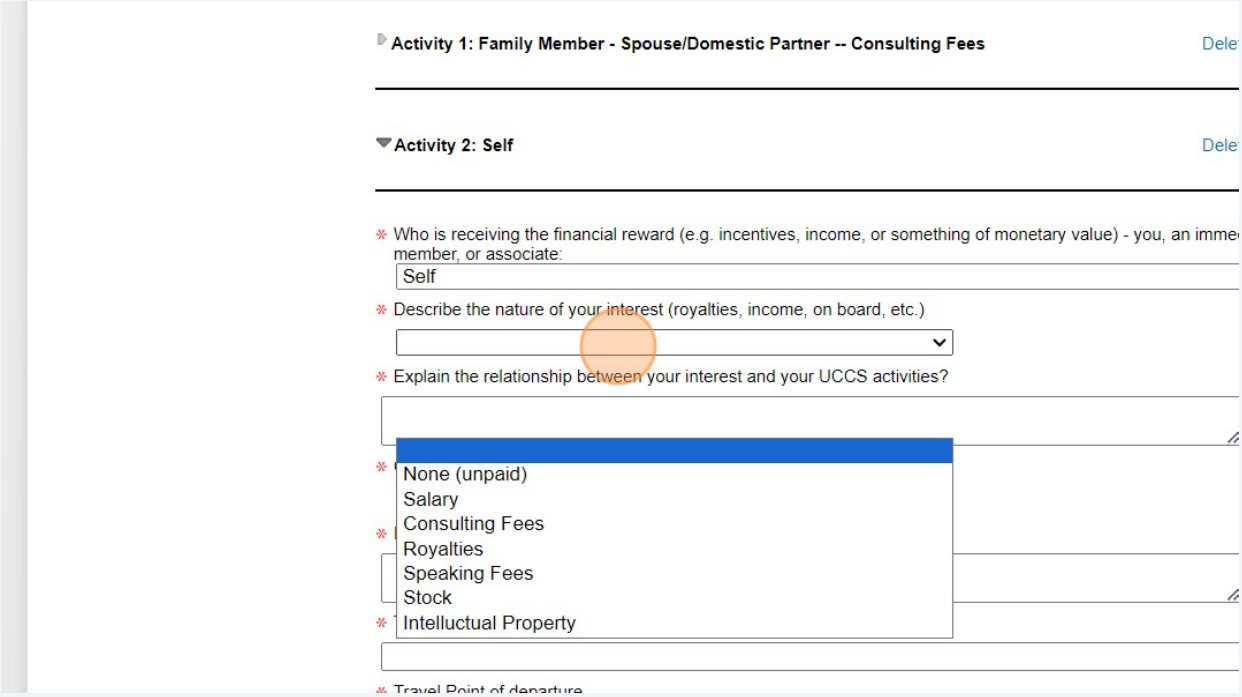
84 Click here to add an additional activity for this same entity.



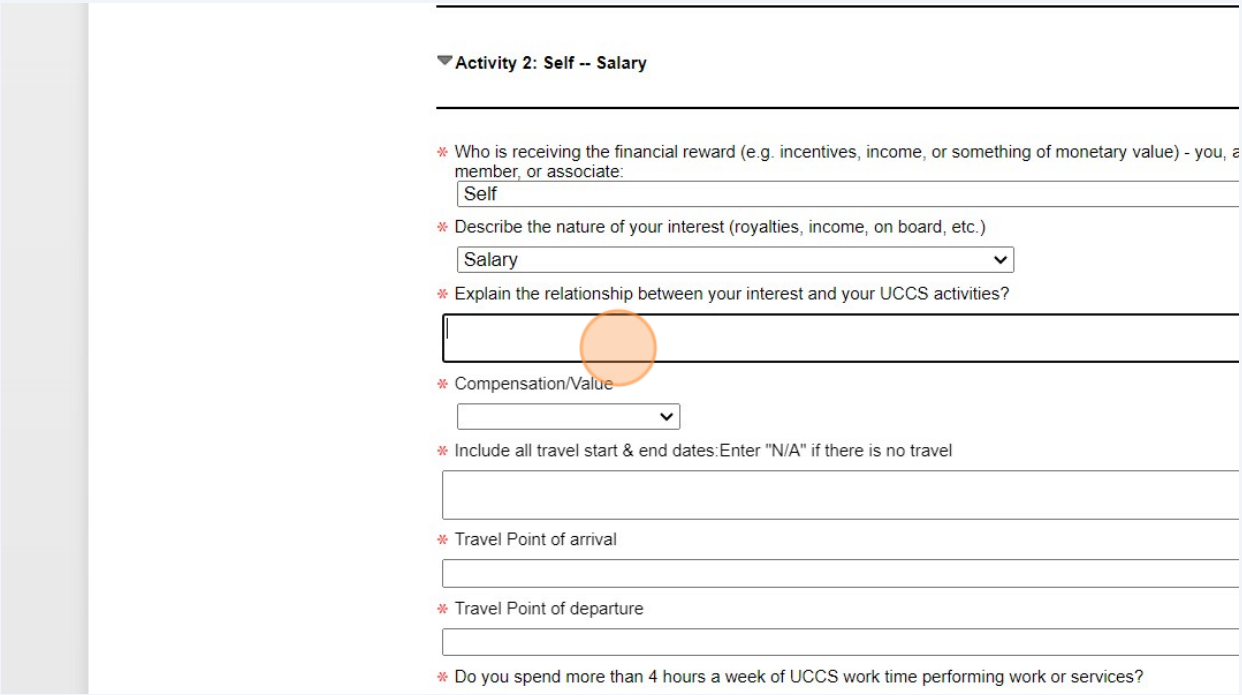
85 Click this dropdown and select e.g. Self.



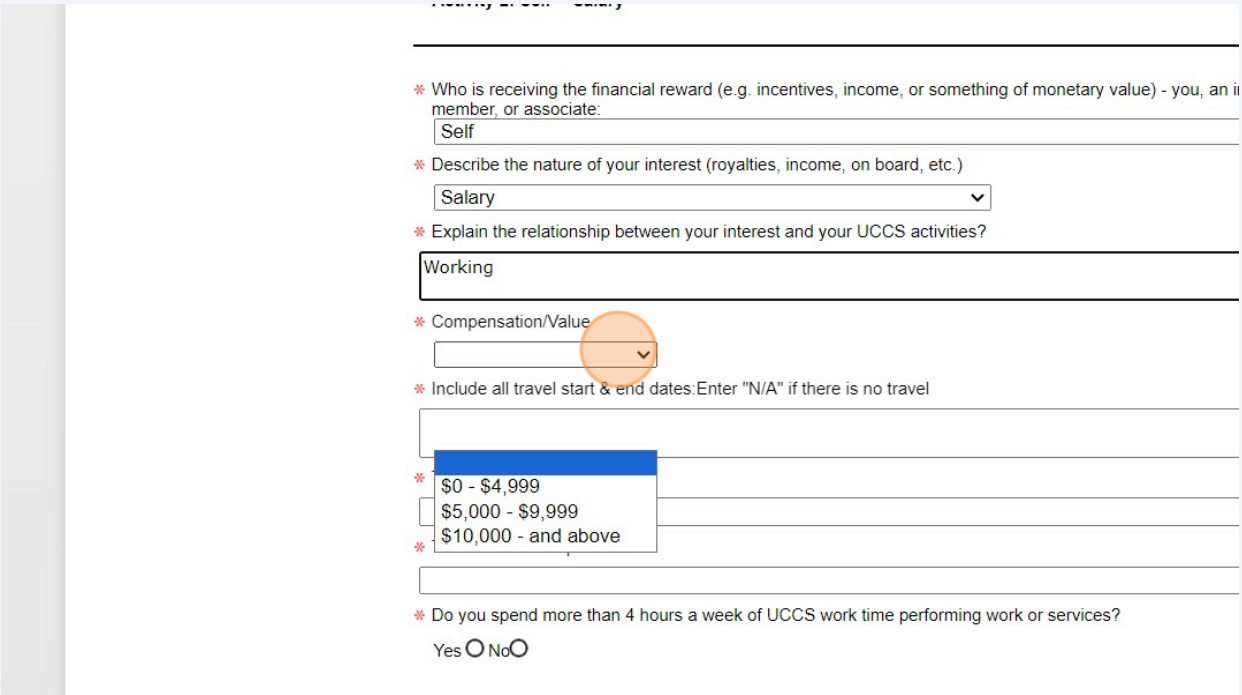
86 Click this dropdown and select e.g. Salary



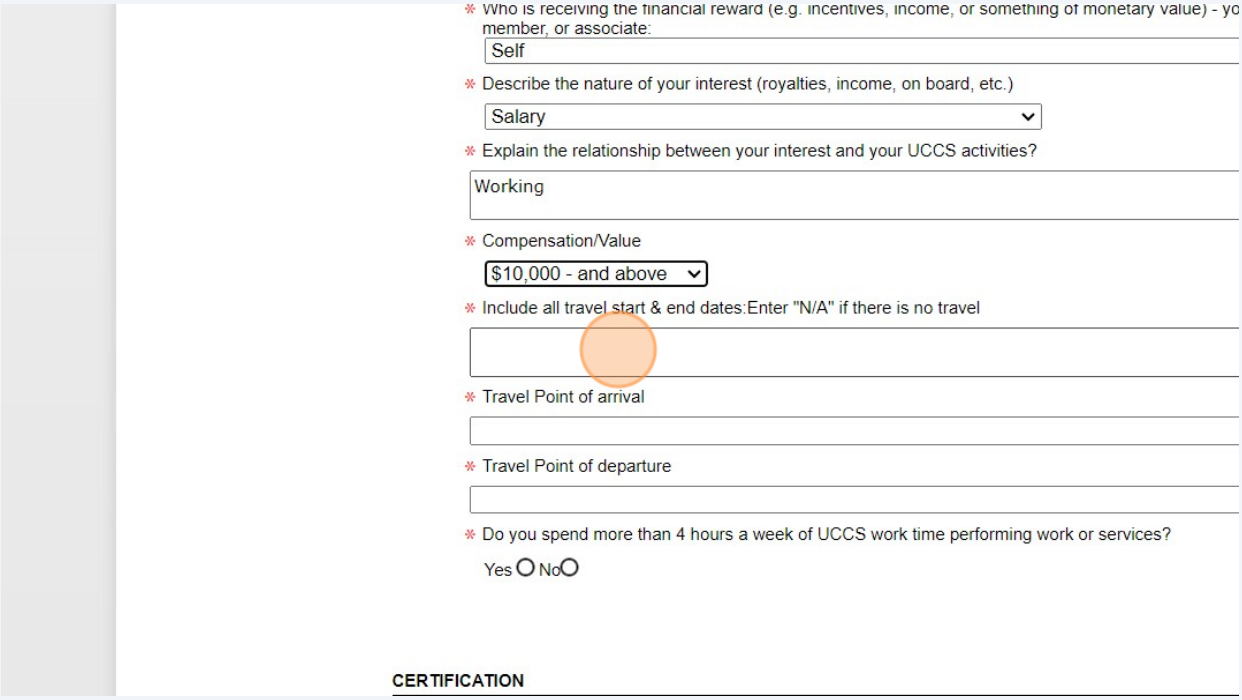
87 Click this field and explain the relationship e.g. Working.



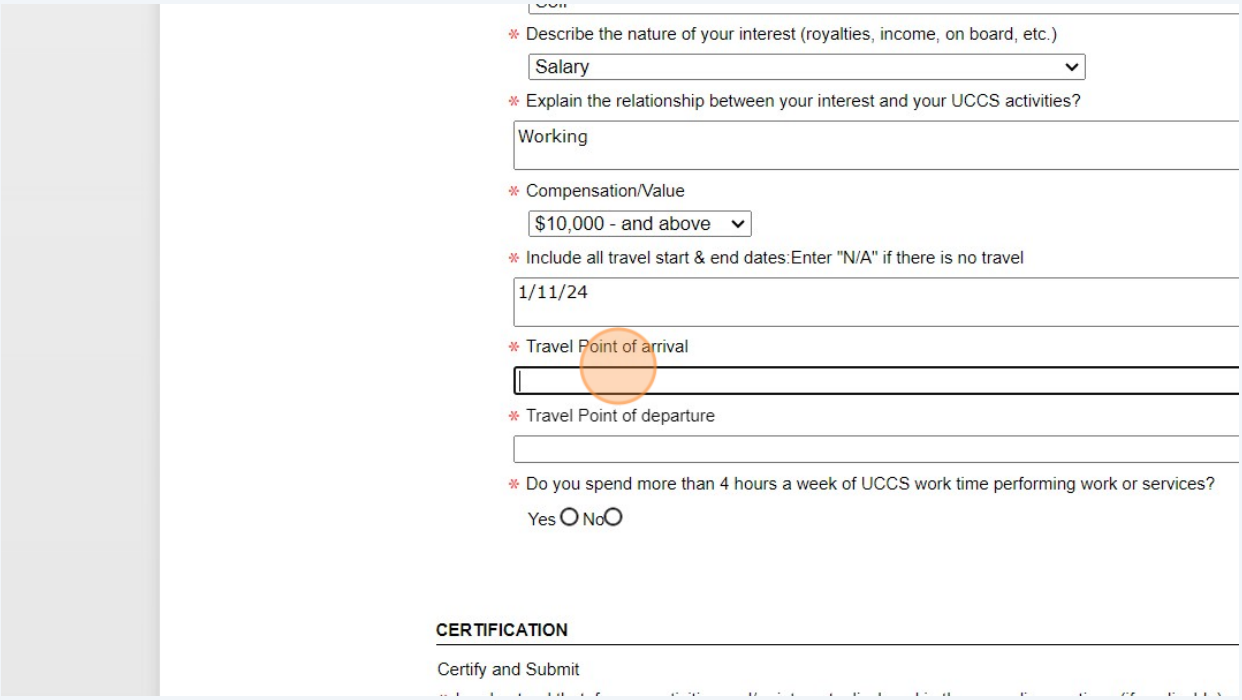
88 Click this dropdown and select e.g. $10,000 and above.



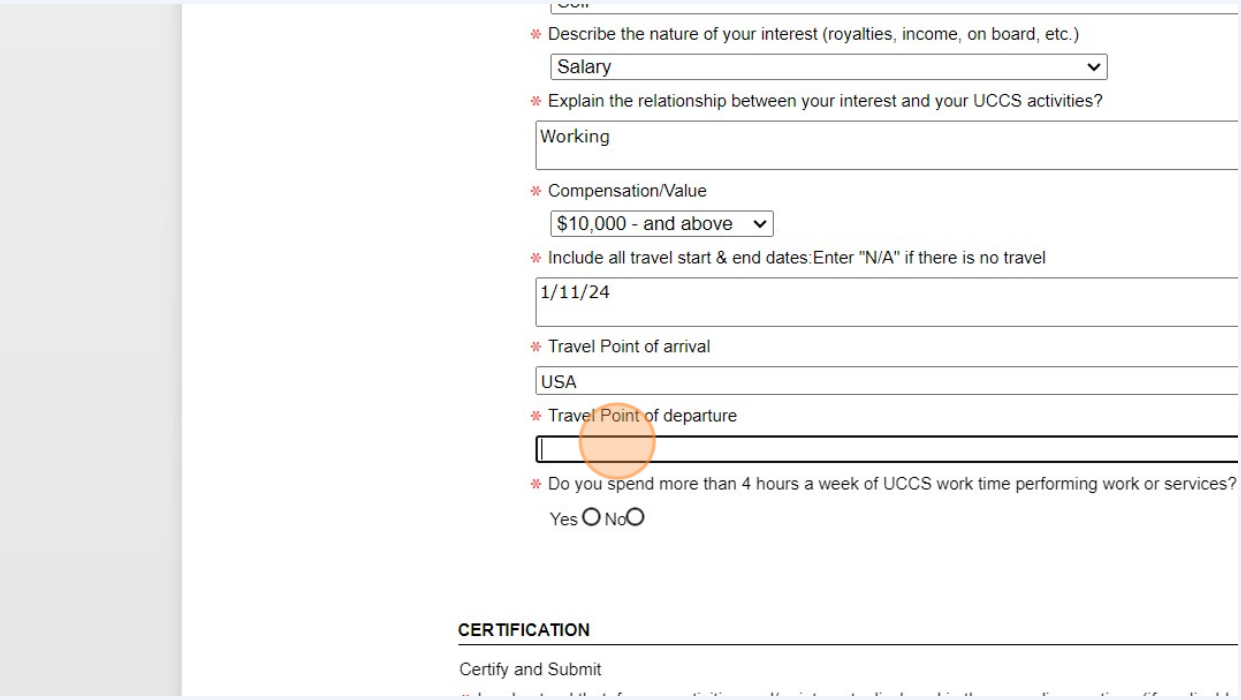
89 Click this field and enter in travel date e.g. 1/11/24



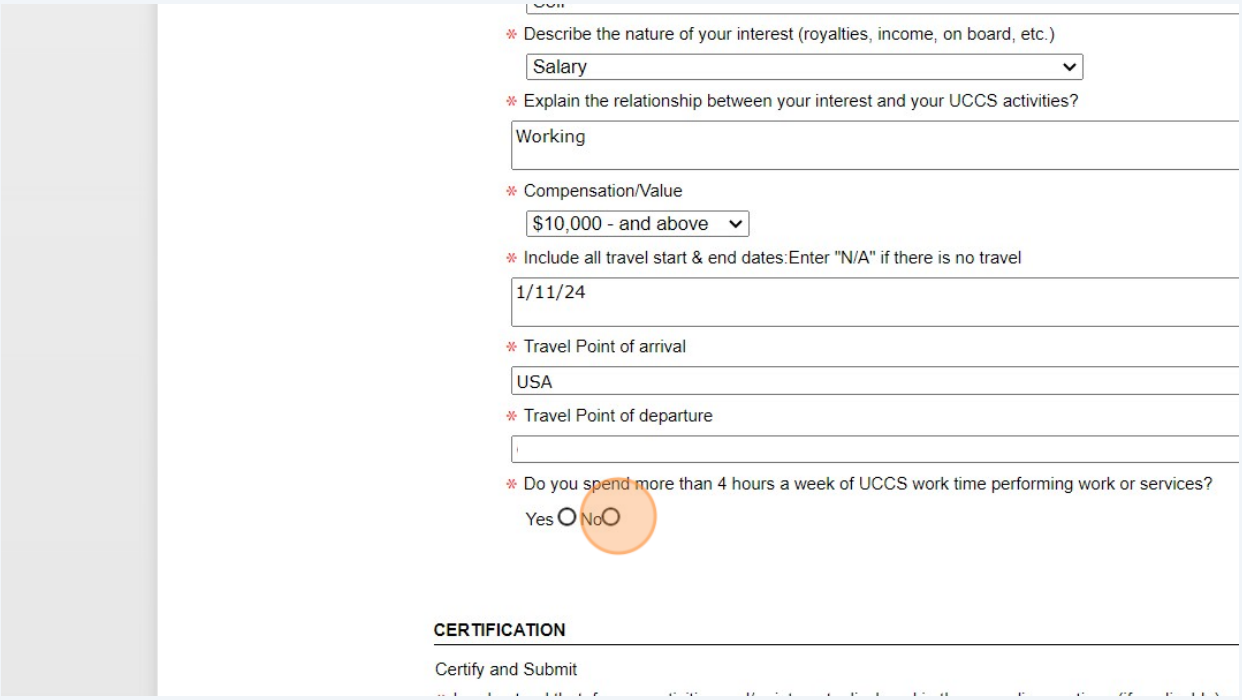
90 Click this field and enter e.g. U.S.A.



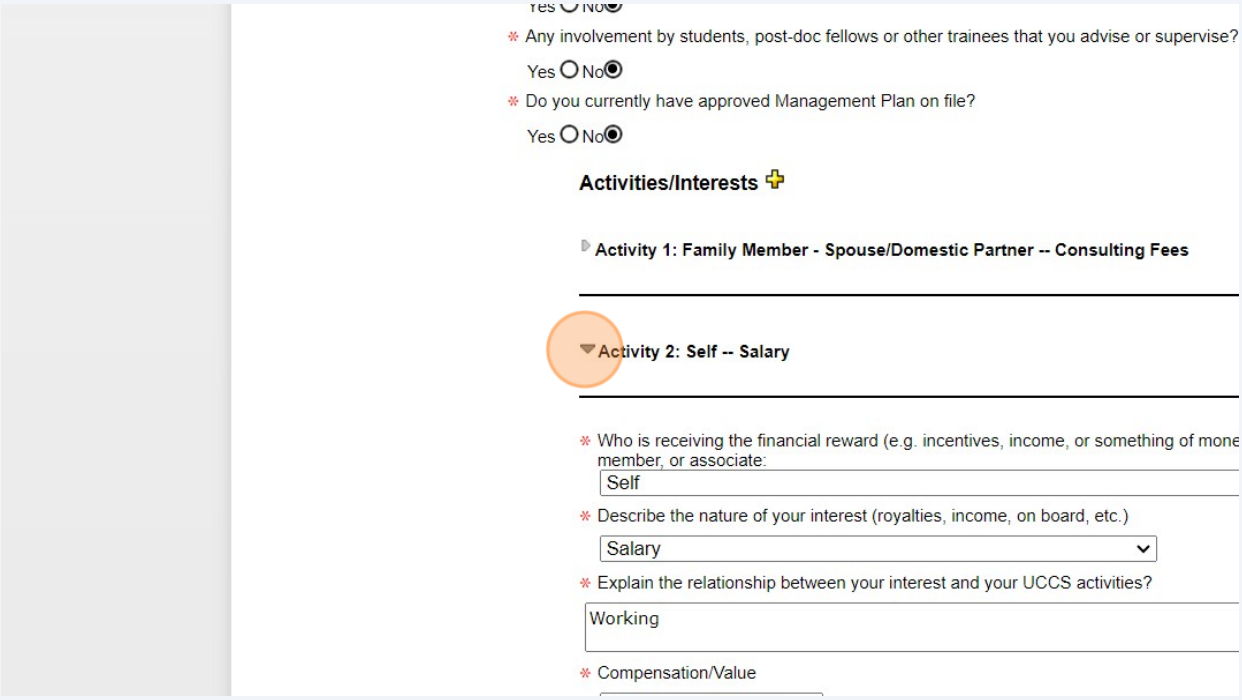
91 Click this field and enter Point of Departure.
Note: in this example we left it blank, so the mandatory pop up will appear when you go to submit.



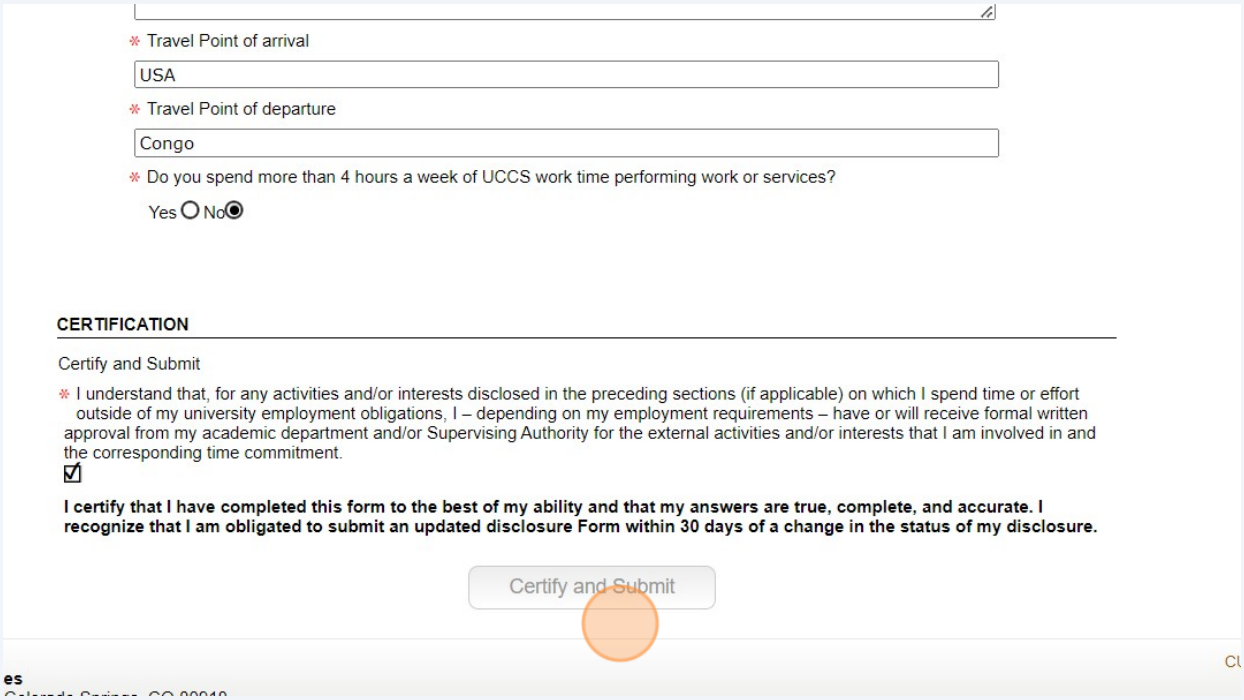
92 Click "No"


Describe the nature of your interest (royalties, income, on board, etc.)
Salary
Explain the relationship between your interest and your UCCS activities?
Working
Compensation/Value
$10,000 - and above
Include all travel start & end dates:Enter "N/A" if there is no travel
1/11/24
Travel Point of arrival
USA
Travel Point of departure
Do you spend more than 4 hours a week of UCCS work time performing work or services?
Yes
No
CERTIFICATION
Certify and Submit

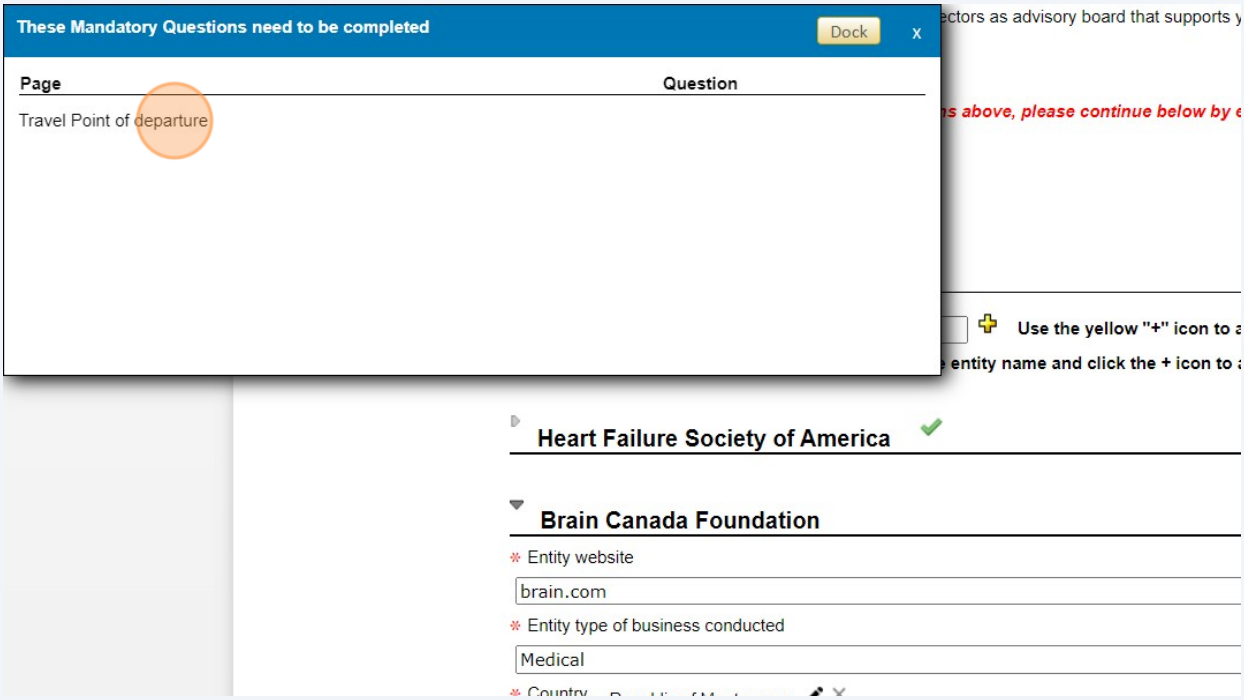
93 Click this image to minimize the activity.



94 Click "Certify and Submit"

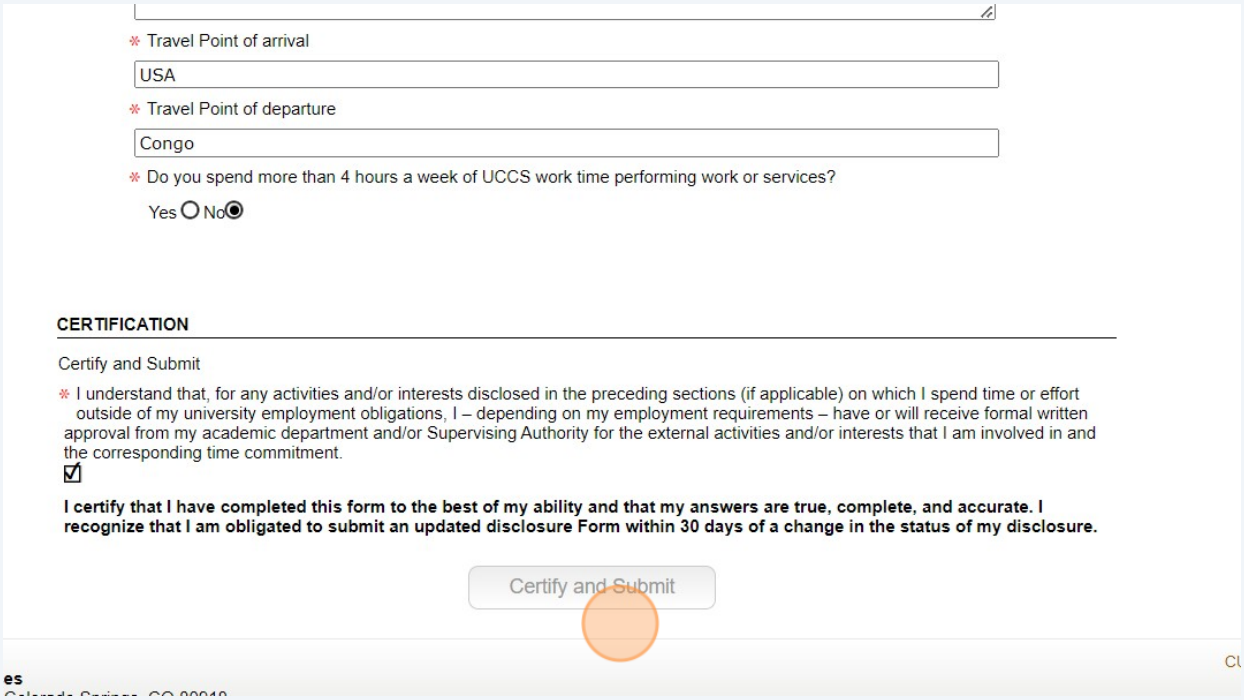


95 Notice Mandatory Popup Click the question text "Travel Point of departure" to be directed to the question you missed answering.



96 Type "Congo" in the Travel Point of Departure field to correct the missed answer

97 Click "Certify and Submit"



* Travel Point of arrival

USA

* Travel Point of departure

Congo

* Do you spend more than 4 hours a week of UCCS work time performing work or services?

Yes ○ No ◉

CERTIFICATION

Certify and Submit

* I understand that, for any activities and/or interests disclosed in the preceding sections (if applicable) on which I spend time or effort outside of my university employment obligations, I – depending on my employment requirements – have or will receive formal written approval from my academic department and/or Supervising Authority for the external activities and/or interests that I am involved in and the corresponding time commitment.

☑

I certify that I have completed this form to the best of my ability and that my answers are true, complete, and accurate. I recognize that I am obligated to submit an updated disclosure Form within 30 days of a change in the status of my disclosure.

Certify and Submit

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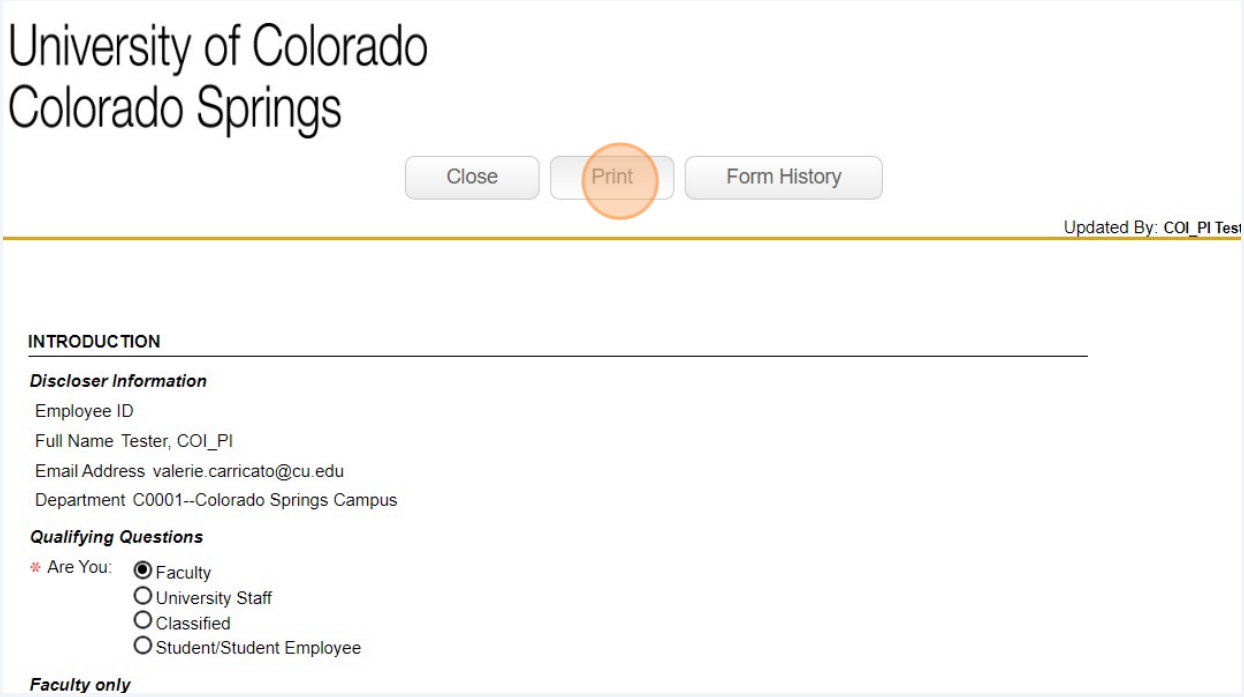
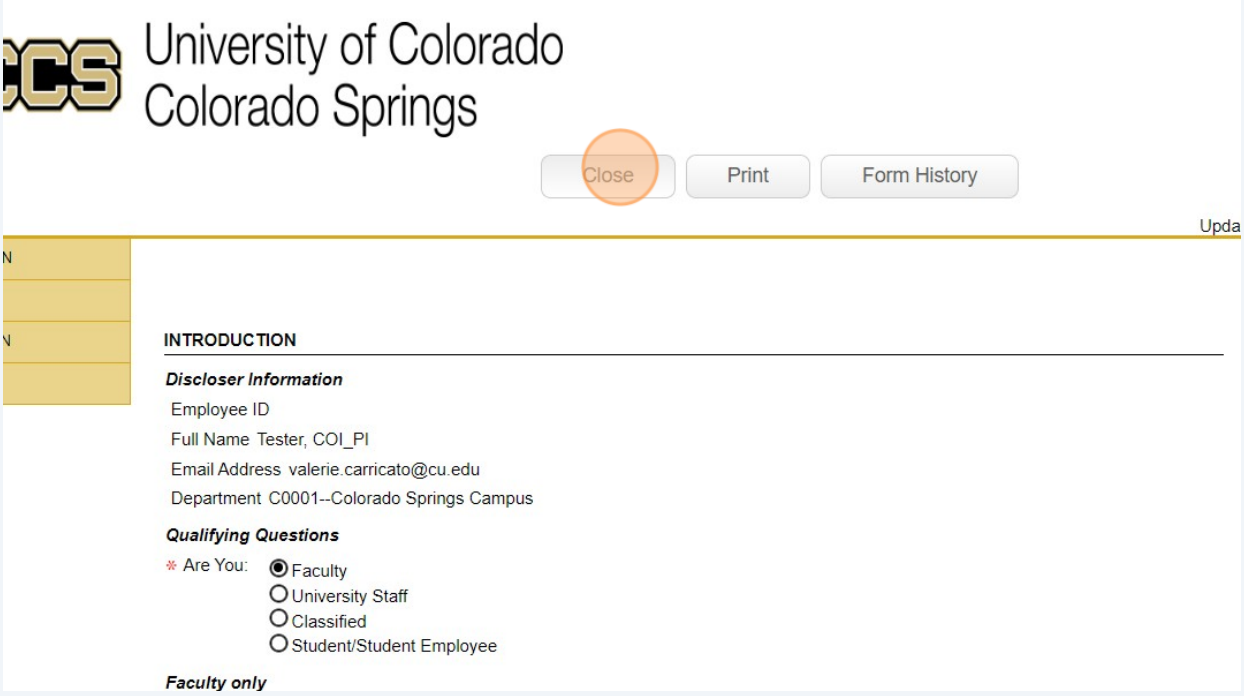
98 Click "Print"



99 Click "Close"



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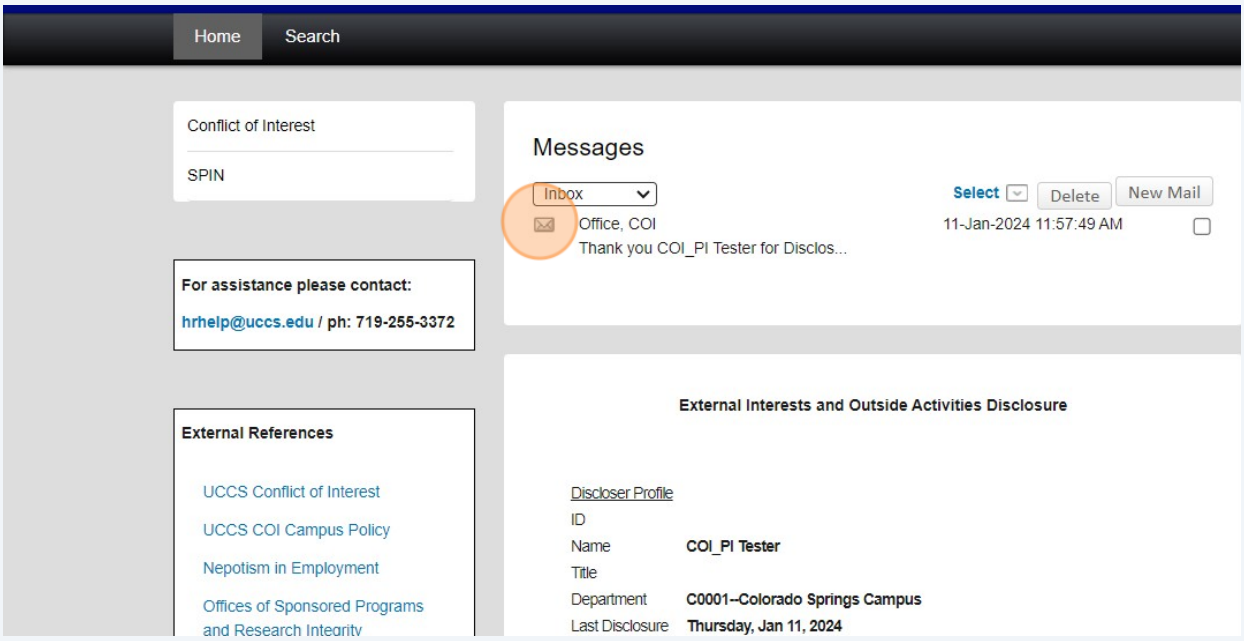
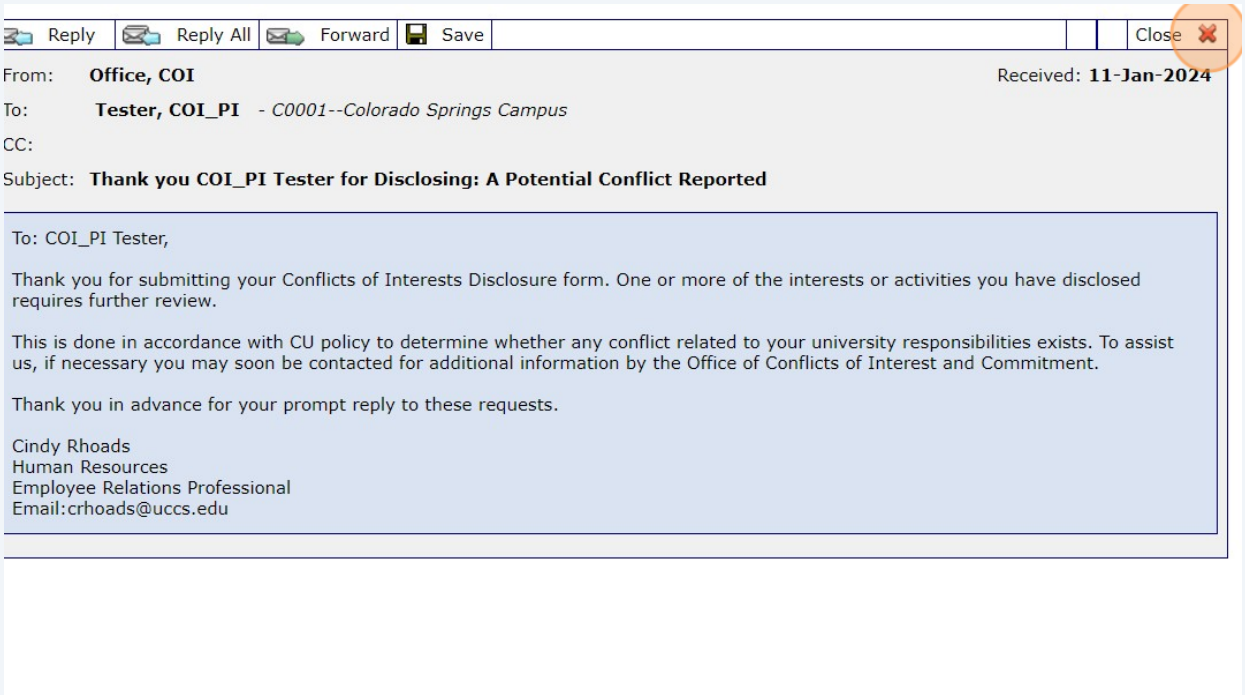
100 Click here to view the email message for confirmation of submission



101 Click this image the Red X to close



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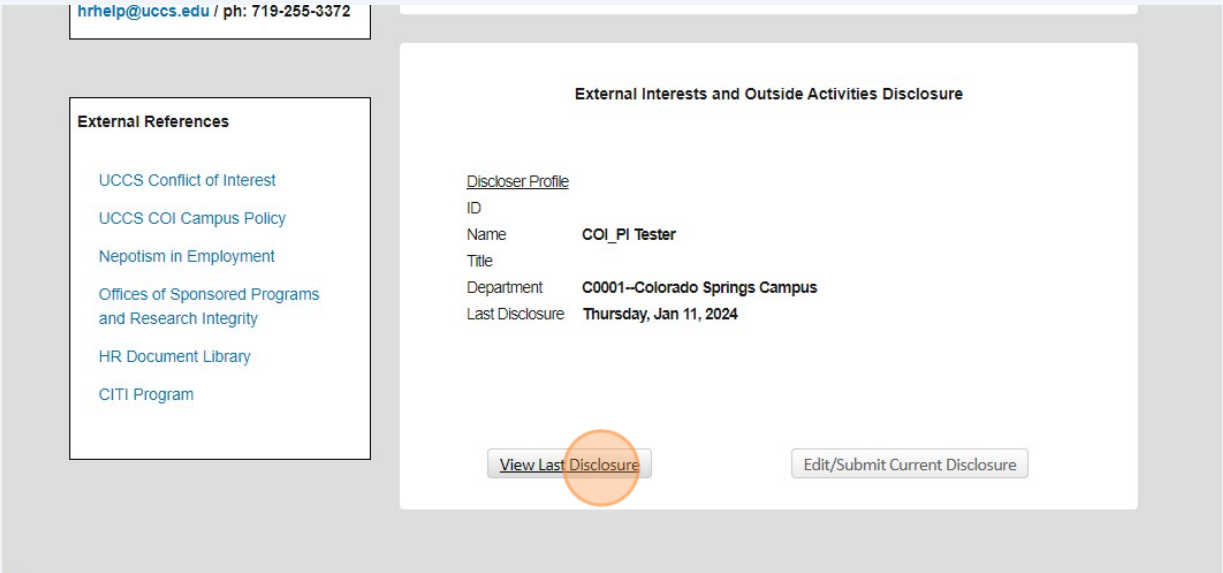
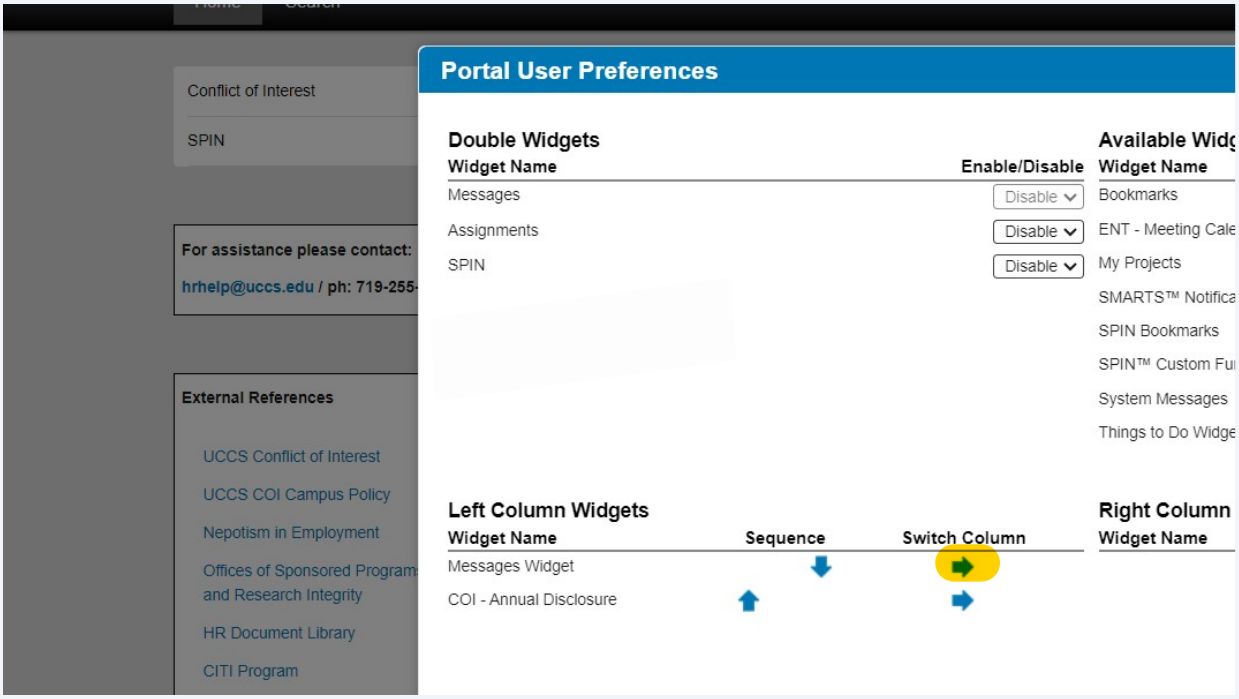
102 Click "View Last Disclosure" to view



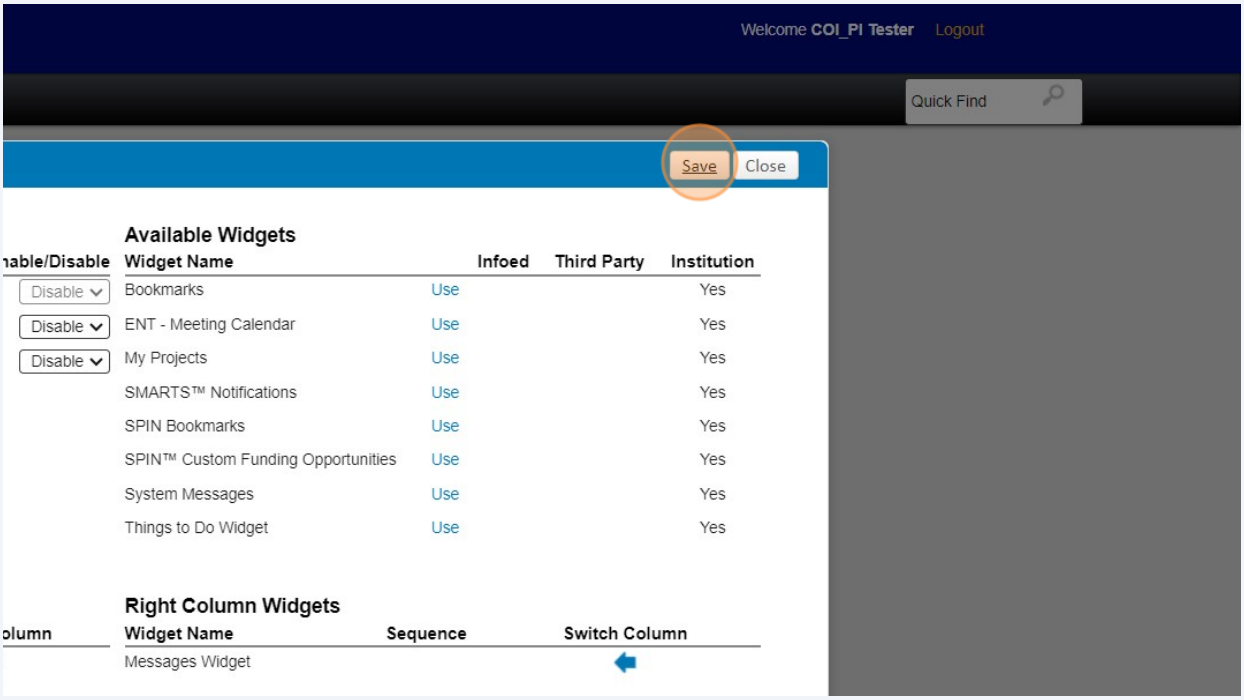
103 If you would like to change the order or location of the messages widget Click "Portal Configurations"

Back to first page

104 Click the blue arrow next to messages widget to move it to the right column



105 Click "Save"



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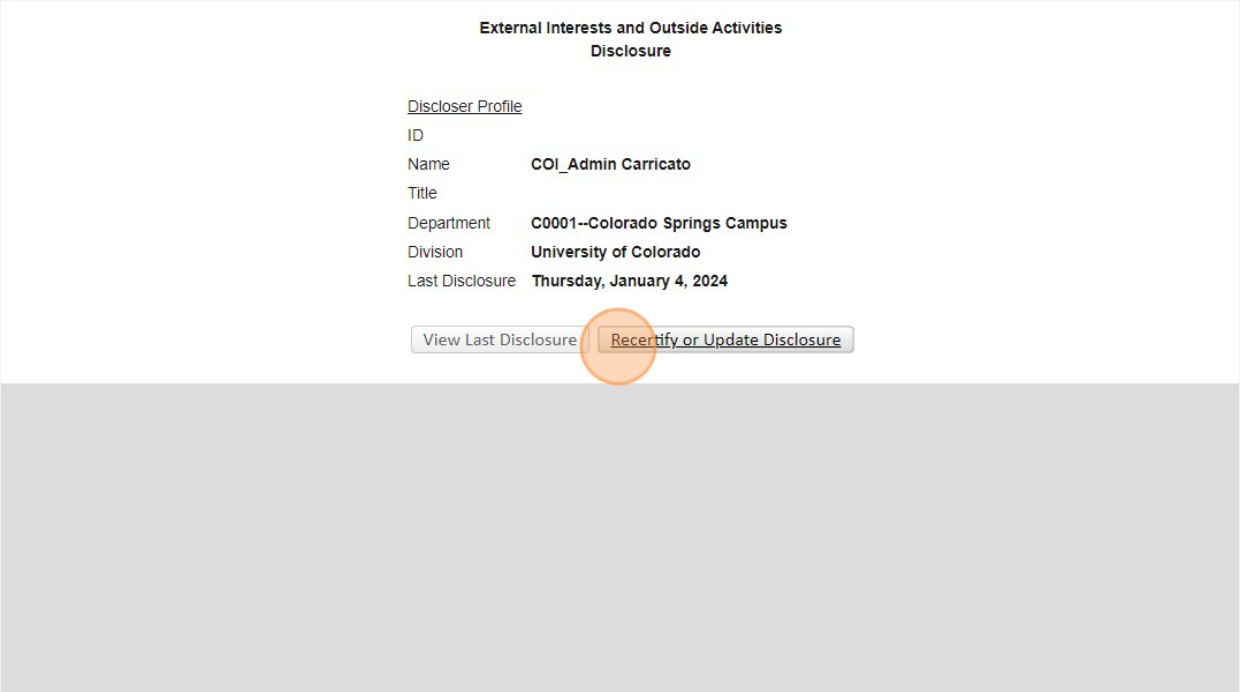
Recertify COI Disclosure

1 Navigate to https://era.cu.edu/EnableWeb/Portal/Home#

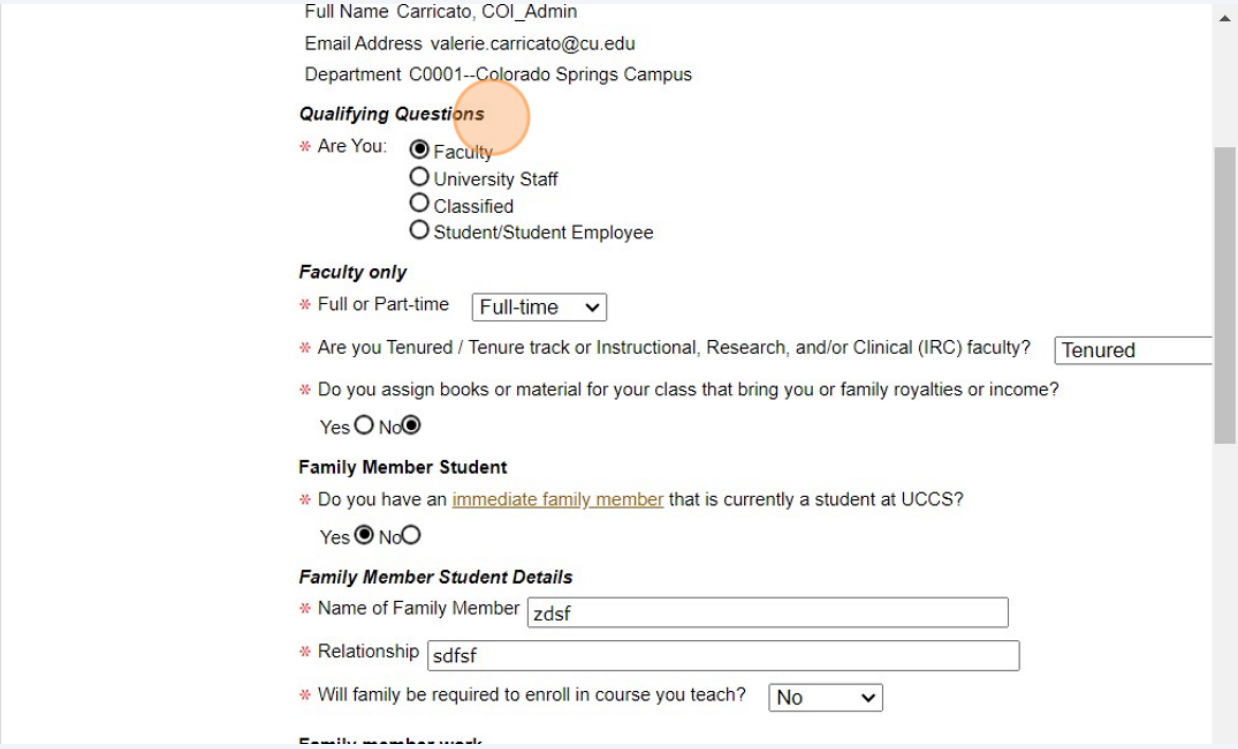
2 Click the Recertify or Update Disclosure



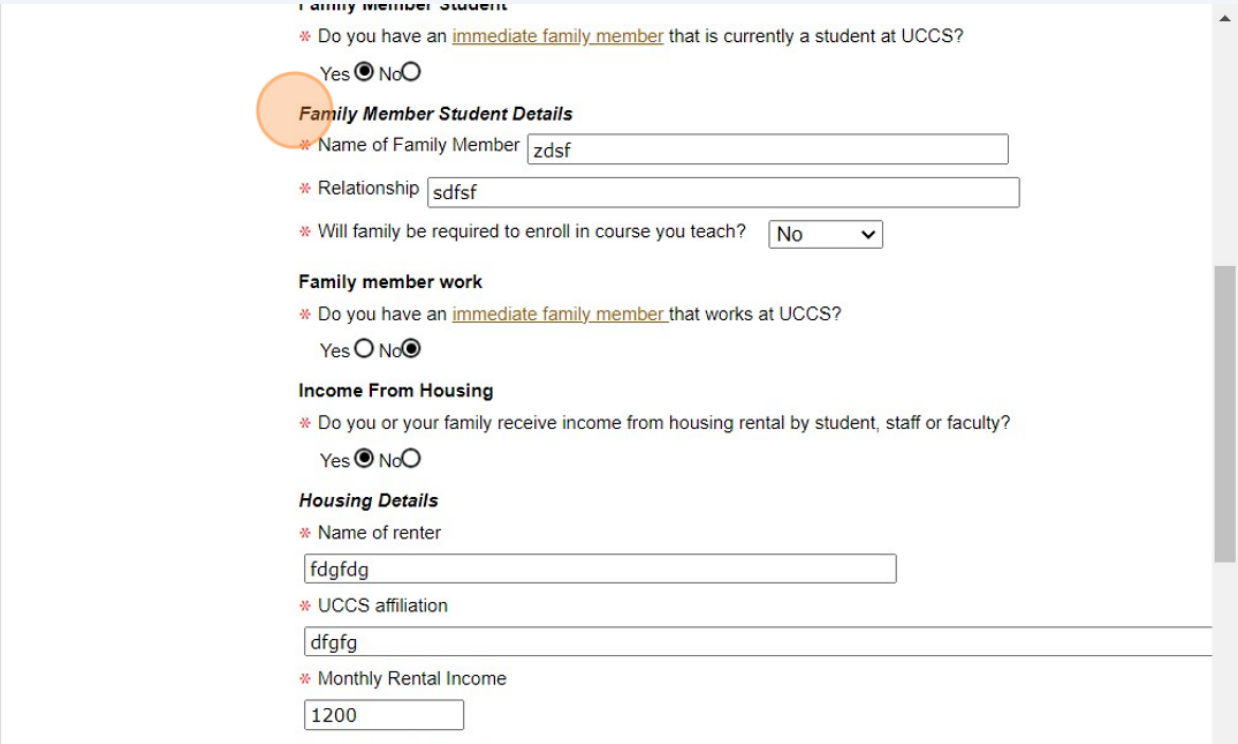
3 Double check all of the fields, and edit accordingly e.g. Faculty instead of Classified

Double check your answers,..

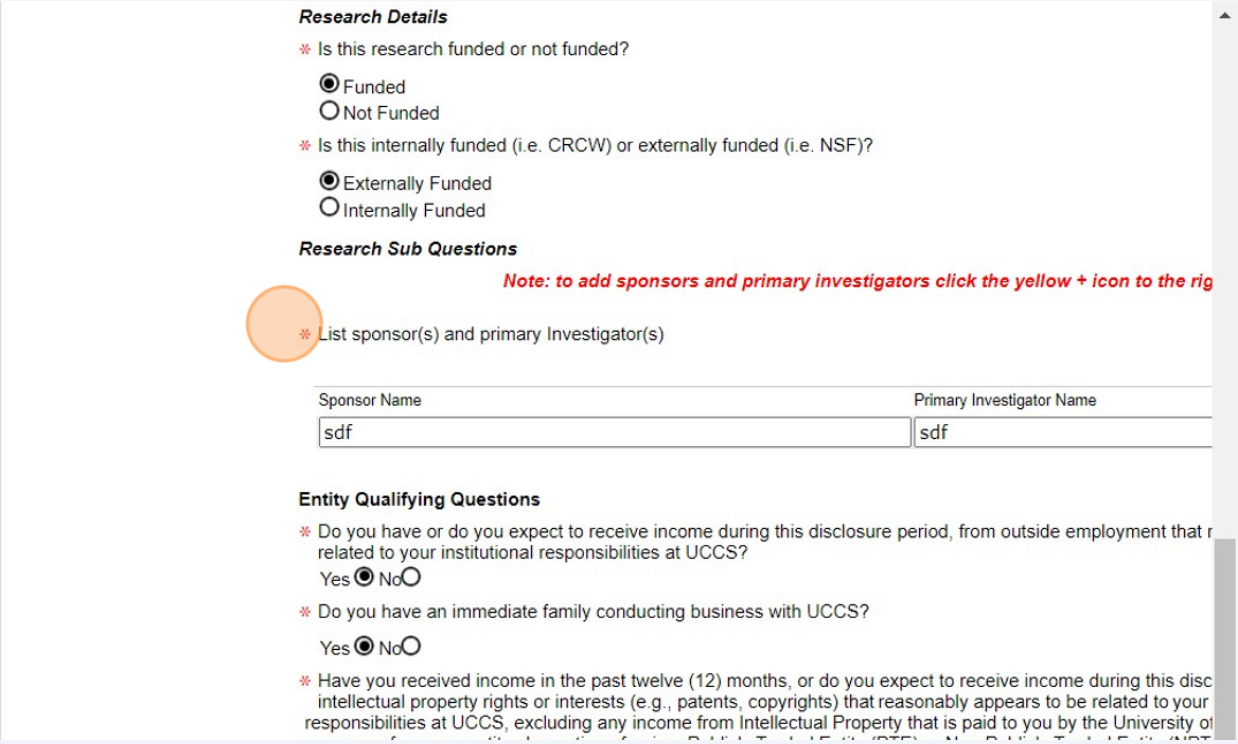
Note: the form should carry over all of your previous answers!



4 Edit or update details



5 Add any or remove sponsors if applicable



Research Details

* Is this research funded or not funded?

  ◉ Funded
  ○ Not Funded

* Is this internally funded (i.e. CRCW) or externally funded (i.e. NSF)?

  ◉ Externally Funded
  ○ Internally Funded

Research Sub Questions

Note: to add sponsors and primary investigators click the yellow + icon to the rig

* List sponsor(s) and primary Investigator(s)

Sponsor Name	Primary Investigator Name
sdf	sdf

Entity Qualifying Questions

* Do you have or do you expect to receive income during this disclosure period, from outside employment that r related to your institutional responsibilities at UCCS?

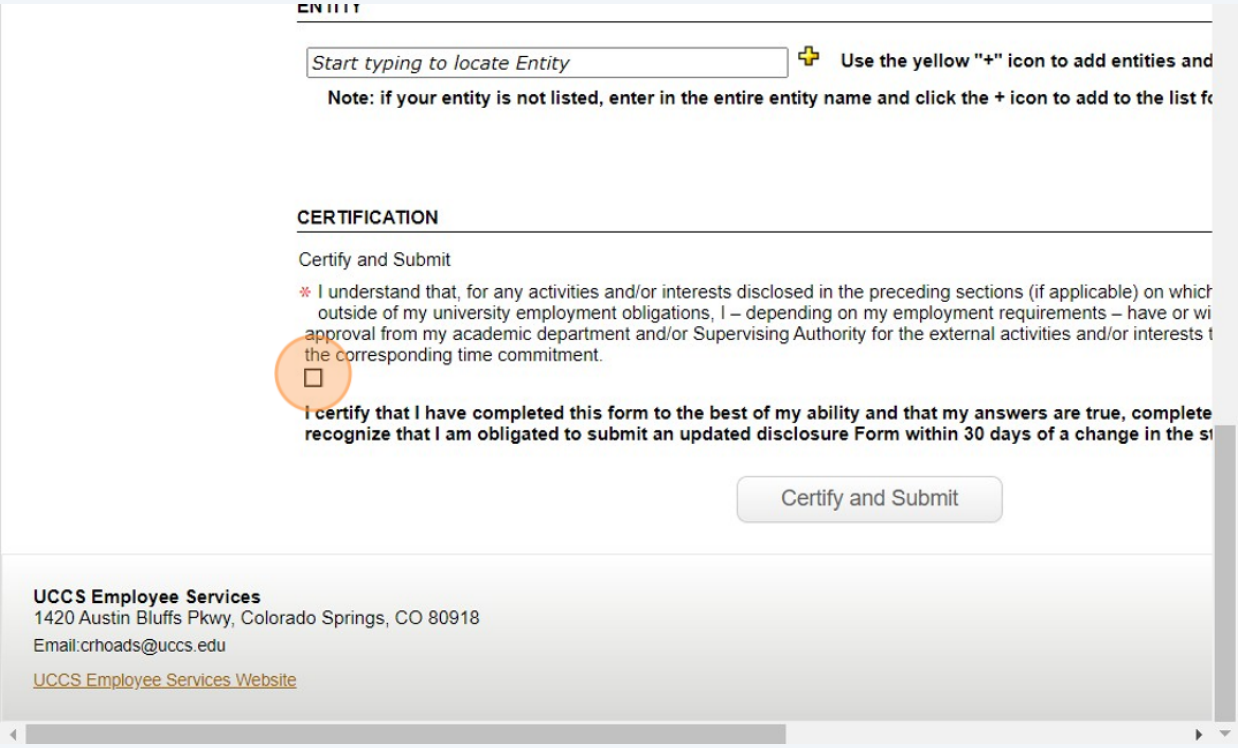
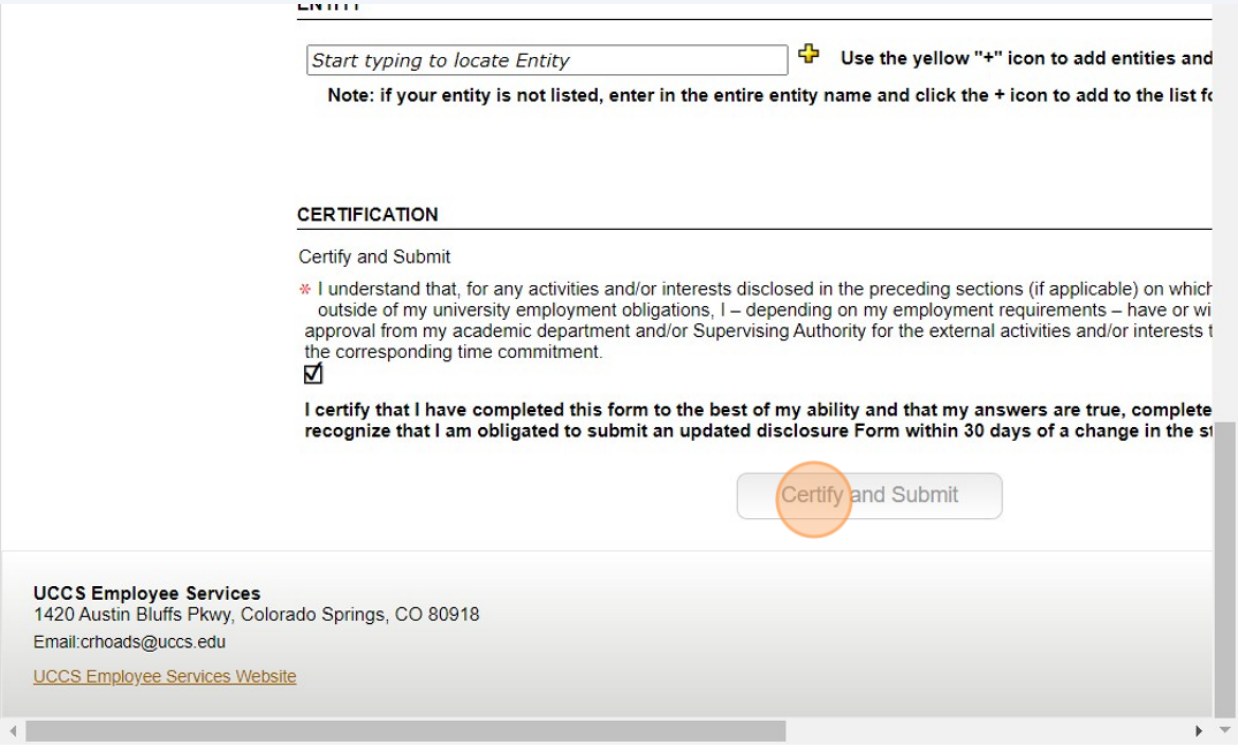
  Yes ◉ No ○

* Do you have an immediate family conducting business with UCCS?

  Yes ◉ No ○

* Have you received income in the past twelve (12) months, or do you expect to receive income during this disc intellectual property rights or interests (e.g., patents, copyrights) that reasonably appears to be related to your responsibilities at UCCS, excluding any income from Intellectual Property that is paid to you by the University of

6 Check the Certify Box



7 Click "Certify and Submit"