1. **Log in to the system at RAS.Rockefeller.edu.** From your dashboard, click on the link in the **Name** column to open your **Discloser Profile**.

![Dashboard Screenshot]

Note that you can also access the system by clicking the link in the email notification which is sent to you from **RASCOI@rockefeller.edu** when it’s time to disclose. This link takes you directly to your **Dashboard**. From your dashboard, click on the link in the **Name** column to open your Discloser Profile.

The **Discloser Profile** stores all of the information which you have entered into the system. There are a few key components as tagged in the screenshot below.

![Discloser Profile Screenshot]

- **Status (#1):** This button indicates when action is required. There are only two statuses: Action Required, or No Action Required.
- When action is required, the **Instruction Center (#2)** indicates what action is being requested and why.
- The **Edit Disclosure Profile button (#3)** allows you to view & enter data. Key elements of the Discloser Profile are highlighted below.
2. **Click on the Edit Disclosure Profile button (#3),** and you'll be on the Instructions and Policies screen. Take time to read the new RU compliance and training policies, then click the box next to "**I certify that I have read and understood the education materials presented to me.**" Then, click the **Continue** button. Note that a training quiz will be presented to test your understanding of Rockefeller's COI policies, so you may wish to print out the training materials.

1. Note that each page of the form provides information and asks specific questions. You can navigate between pages using the menu to the left or the continue button on the bottom right.

3. **The Entity Disclosure Information page** is where you enter your financial interests and/or outside activities.

- If you have no entity disclosures to declare, choose No for Q1 and then click **Continue** in the bottom right corner.
• If you have new disclosures, you may enter them by clicking on the Add (#1) button. Note: It is important to use the entity drop-down list rather than typing in the name of the entity. To find the entity in RAS, type in the percent sign (%), then part of the entity’s name. The percent sign filters on partial matches, giving you more options.

In the example below, typing in “%Sinai” matches any entity containing “Sinai”, which is especially useful when you are not sure how an entity was entered.

1. Entity:

   %sinai
   ID
   Icahn School of Medicine at Mount Sinai
   Mount Sinai Hospital
   Name
   Icahn School of Medicine at Mount Sinai
   Mount Sinai Hospital

• If you had entered any financial interests in the legacy system, we have pre-populated them into the upgraded system for you; you will see them listed on Q2. You must verify that these are accurate by clicking the Update (#2) button next to each entity, reviewing the details, and answering any required questions which are marked with a red asterisk *.

• Disclosures can be removed by clicking the x to the right of the entry.

Click Continue when all of your information is complete.

4. Navigate through the forms, answering questions about your institutional responsibilities and research. Note: required questions which must be answered are marked with a red asterisk *; other questions are optional and may be skipped.
5. **Complete the training quiz.** All questions must be answered correctly in order to submit your 2023 annual disclosure. By completing this quiz, you will have met your training requirements for four years.

6. When all required information has been entered, navigate to the final page, **Complete Disclosure Profile.** This page has a button (#1 in the screenshot) which allows you to send the data directly to the COI Administrative Office.

7. **Clicking the button brings up a certification page; click OK and you’re done.** Note that if you are involved in research, the projects which triggered the certification will be listed on this screen; clicking OK is all that is required.

   ![Complete Disclosure Profile](image)

   **Complete Disclosure Profile Update**

   I hereby certify and agree to the following:

   - I have read and understand Rockefeller’s Policy on Financial Conflict of Interest in Research.
   - The information I have provided in this certification is, to the best of my knowledge, up-to-date, accurate, and complete.
   - I will update my disclosures (i) at least annually, (ii) within 30 days of acquiring any new Significant Financial Interest, including reportable travel, or discovering any previously unreported Significant Financial Interest, and (iii) when I initiate any new PHS-funded research or if added to any ongoing PHS-funded research.
   - I will provide additional information as requested by the administrative office of the Faculty Conflict of Interest Committee.
   - I will cooperate in the development of any management plan that is needed to manage, reduce, or eliminate a conflict of interest related to my research, consistent with the federal regulations on conflict of interest.

   **YOU MUST CLICK THE OK BUTTON TO CERTIFY.**

   ![OK Cancel](image)

   ① You can confirm that the information was sent to the COI Administrative Office by checking the status in the upper left corner of the Disclosure Profile screen; it changes to **No Action Required** once your data is submitted.
If you need more time to complete the forms, you can click on Finish (#1 in the screenclip below) on the Complete Disclosure Profile page, and you will exit the forms back into the Disclosure Profile workspace.

If you do so, the Status in the workspace will remain Action Required. You can use the Complete Disclosure Profile Update (#1 in the screenclip) to submit the form.

Once the Status reads No Action Required, your annual disclosure is complete.

Huron Research Suite COI 10 Basics

Logging in brings you to your Dashboard. Consider your dashboard a to-do list; any items requiring your attention will be listed in your inbox.

Your Disclosure Profile contains all of your compliance related information: disclosed interests, training status, and any research or institutional responsibilities.
1. **Status** of your disclosures (**#1**).
2. **Instruction Center** (**#2**), listing required actions.
3. Button to access your Disclosure Profile (**#3**)
4. Further details on **Training** and **Disclosures**. The **History** tab can be considered an audit trail; it lists when the profile was last updated. (**#4**)
5. **Assign Proxy** (**#5**): This allows you to give permission to someone to enter information on your behalf. They can enter information but not submit the form; when their work is done, the system will notify you so you can go in and review the entries for accuracy and then submit to the **COI Administrative Office**, certifying that the data is correct.

To assign a Proxy, click the **Assign Proxy** activity (**#1**), then either enter their name in the Discloser Proxy box, or click the ellipses to see a list of available proxies. Click OK once your proxy has been selected. Please contact the **COI Administrative Office** if your usual proxy is not in the list.

For additional assistance and more detailed information, visit the **COI Help Center** which is found in the top navigation of the COI system under **COI → Help Center**.

If you have any questions about the University COI policy or program, or need help in submitting your annual certification, please contact Judy Wu (jwu01@rockefeller.edu, ext 8050) or Terry Solomon (solomot@rockefeller.edu, ext 7598).