1. **How do I access the disclosure system?**

   The disclosure system can be accessed at: [https://secure.research.vt.edu/coi](https://secure.research.vt.edu/coi). You will be required to login using your PID/Password.

2. **What if I do not know my VT PID or Password?**

   Everyone who uses this disclosure system should have a VT PID and password. For additional help, contact the IT Help Desk at 4HELP (4-4357).

3. **How do I access instructions on how to use the COI System?**

   You will find instructions on how to use the system on the “Get Help” page of the COI System as well as on the Conflict of Interest website [http://www.research.vt.edu/conflict-of-interest/](http://www.research.vt.edu/conflict-of-interest/).

4. **Whom do I contact if I have problems accessing the COI System?**

   Questions may also be directed to the mailbox at coiadmin@vt.edu or contact the COI Office [http://www.research.vt.edu/conflict-of-interest/contacts](http://www.research.vt.edu/conflict-of-interest/contacts).

5. **Whom should I contact if I have questions about a specific activity that either I or my department currently engages in, to ensure we are in compliance with the policy?**

   Questions may also be directed to the mailbox at coiadmin@vt.edu or contact the COI Office [http://www.research.vt.edu/conflict-of-interest/contacts](http://www.research.vt.edu/conflict-of-interest/contacts). You can also find a list of activities that generally require disclosure on our website at [http://www.research.vt.edu/conflict-of-interest/](http://www.research.vt.edu/conflict-of-interest/) under the “Disclosure” menu. You can also use the online disclosure decision tree.

6. **Can someone log in and make my disclosures for me?**

   No, employees that need to disclose an outside activity or interest should submit their own disclosure(s). Due to the personal nature of the questions, the named individual on the disclosure must complete the disclosure and not a designee.

7. **Can I share my username and password with someone else?**

   Your username and password are assigned to you, and per policy cannot be shared with others. You will be held responsible for use of the system under your username and password by another person. Never share your password.
8. **How do I start an application?**

You will need to log into the COI System at [https://secure.research.vt.edu/coi](https://secure.research.vt.edu/coi). To start a new disclosure click on “Start a new disclosure”.

9. **How do I navigate through the COI System?**

Once you have started a disclosure, you will see 5 tabs on the screen. You can navigate through each tab by click on the tab title. You will need to click “save and continue” as you move through each tab.

10. **Can I submit a disclosure application using my mobile device or tablet?**

Yes, this tool will work on mobile devices and tablets.

11. **Will this application work on all web browsers?**

Yes, the COI System will work on all common platforms.

12. **Can I print my disclosure(s)?**

Yes, disclosers and approvers can print the entire disclosure. You can do so by selecting “Print” from your browser. Also, disclosures will remain in the system and you may access them at any time.

13. **Can I save my disclosure to my desktop?**

No, at this time you cannot save the disclosure application to your desktop. All applications/disclosures will be saved and archived in the COI System. If you wished to have a copy of your disclosure application, you can print through your browser, take screenshots, or copy and paste the application into a Word document. The system will retain your disclosures from year to year. Note: You must disclose each year all relevant outside activities or interest.

14. **What is the COI #?**

This is a system-generated number that is used primarily by the system administrators. However, once you have completed a disclosure it may be helpful to refer to the disclosure by the COI number.

15. **Can I sort my disclosures?**

Yes, on the “My Disclosures” screen you can sort by COI #, Entity/Business Name, and Disclosure Status by clicking on the title.

16. **Once I have completed my disclosure application who do I send it to?**

All disclosures require department level and college level approvals. After you have
completed the disclosure you will be asked to select the next reviewer. The system will automatically provide a list of possible reviewers. If you do not see the correct individual listed, you can select “other” and enter the PID of the correct individual. You may wish to check with your department/college representative to determine the correct individual or contact the COI Office at http://www.research.vt.edu/conflict-of-interest/contacts.

17. **Can I attach my management plan to the disclosure application?**

   Yes, you can attach any supporting documents in section 4 “Additional Info” tab part D supporting file(s). Documents that you might attach include Management Plans, Research Agreement for Students and Postdoctoral Associates, list of consulting clients, etc. You must select “Upload Document!” to attach the document to the disclosure application.

18. **How do I know when I am finished?**

   As you are completing your disclosure, the “x” on the tabs will turn to a green check. This means that all of the required questions have been completed. The “Submit New Application Now!” button on the “Review/Submit” tab will change from inactive to active. You can click on “Submit New Application Now!” to review the final certification and select the next reviewer. You will receive an email confirmation that you have submitted the disclosure application.

19. **Can I edit my disclosure application after submission?**

   Changes to the disclosure application are generally not allowed during the review process. If you need to make changes to your application while it is in the pending stage please contact the COI Office for assistance. After the disclosure application reaches final approval, you will be able to submit an amendment by going to “My Disclosures” and selecting “Start Amendment Application” alongside of the disclosure application you would like to edit. After all changes are made the disclosure application will be re-routed for approvals.

20. **Who can see my disclosure application?**

   Only individuals with access to review and/or approve disclosures will have access to view your disclosure.

21. **Whom should I contact to answer any question that I might have about this process?**

   Questions may also be directed to the mailbox at coiadmin@vt.edu or contact the COI Office http://www.research.vt.edu/conflict-of-interest/contacts.