

COI Discloser's Guide

Research Security and Export Controls Office
Division of Research

Introduction

This guide shows how to perform “Discloser” activities in the Huron system to identify potential conflicts and to ensure that actual conflicts are properly managed.

The **Disclosure Profile** is the focal point of the Huron system for the discloser. It provides a summary of a discloser’s interests and other outside activities.

Navigation and Basic Tasks (Dashboard)

To log in, please click [here](#) or copy and paste the following link in your web browser to log in using your SSO credentials:
<https://tamu.huronresearchsuite.com/>

When you first log in, you will be on your Dashboard, which is the starting point for finding items and performing many basic tasks.

The screenshot shows a web dashboard with a top navigation bar containing tabs for 'Dashboard', 'Admin', 'COI', and 'Settings'. The 'Dashboard' tab is highlighted with a red circle. Below the navigation bar, there is a 'Page for' indicator and a 'Help' icon. The main content area is divided into two sections: 'Recently Viewed' on the left and 'My Inbox' on the right. The 'My Inbox' section includes a filter dropdown set to 'ID', a search input field, and a table of items. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. Two items are listed: a Disclosure Profile and a TEST item. At the bottom of the table, it shows '2 items' and a pagination control for 'page 1 of 1' with a '25 / page' setting.

ID	Name	Date Created	Date Modified	State	Coordinator
DP00000267	Disclosure Profile	12/18/2021 2:35 AM	5/24/2022 8:34 AM	Action Required	
EXE00000002	TEST	5/16/2022 2:42 PM	5/16/2022 2:42 PM	Pre-Submission	

To find key items

From your Dashboard, you will see:

My Inbox: Items that require you to take action.

My Reviews: Items assigned to you to review if you are a reviewer. These are a subset of the items in “My Inbox”.

Recently Viewed:

Recent: The last several items you viewed. Scroll through this list to find an item you worked on recently.

Pinned: You can pin the items in the Recently Viewed section for quick and easy access. This is where those pinned items are listed.

Personalize Table: You can alter the tables displayed on the dashboard by using the Personalize Table gear icon.

Dashboard navigation: Dashboard, Admin, COI, Settings

Page for [? Help]

My Inbox | My Reviews

Recently Viewed

Recent | Pinned

DP00000267 Disclosure P.

EXE0000009: BOR Approval

COI Central Administration: COI Central Actions

My Inbox

Filter by ID [Enter text to search] [Add Filter] [Clear All]

ID	Name	Date Created	Date Modified	State	Coordinator
DP00000267	Disclosure Profile	12/18/2021 2:35 AM	5/24/2022 8:34 AM	Action Required	
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2 items | page 1 of 1 | 25 / page

[Search] [Add Filter]

▼ Date Modified State Coordinator

Personalize Table

Displayed Fields

Field	Order
<input checked="" type="checkbox"/> getIconAsLink	↑ ↓
<input checked="" type="checkbox"/> ID	↑ ↓
<input checked="" type="checkbox"/> Name	↑ ↓
<input checked="" type="checkbox"/> Date Created	↑ ↓
<input checked="" type="checkbox"/> Date Modified	↑ ↓
<input checked="" type="checkbox"/> State	↑ ↓
<input checked="" type="checkbox"/> Coordinator	↑ ↓

Options

Place the paging bar at: Bottom

Enable Auto-Refresh:

Refresh Data Every: 60 seconds

Export to CSV

How to Update your Disclosure Profile

1. On your Dashboard, click on the **Disclosure Profile** task to access the disclosure profile form.

Page for [Help]

Dashboard Admin COI Settings

My Inbox My Reviews

My Inbox

Filter by ID [Enter text to search] [Add Filter] [Clear All]

ID	Name	Date Created	Date Modified	State	Coordinator
DP00000267	Disclosure Profile	12/18/2021 2:35 AM	5/24/2022 8:34 AM	Action Required	
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2 items page 1 of 1 25 / page

Note: You need to update your profile if your Disclosure Profile is in the **Action Required** state.

Disclosures Request

COI > Disclosures > Disclosure Profile

Action Required

The **Disclosure Profile** is the focal point of the Huron system for the discloser. It provides a summary of discloser's interest and everything that was disclosed previously.

As a discloser, you need to record your interests in the Huron system. You will receive an e-mail notification when you need to disclose your interests in the system. You can either click the link in the e-mail notification or go to your Disclosure Profile in the Huron application to disclose your interest. You can refer to the **Instruction Center** in the Disclosure Profile to see the required action and the reason for that action.

No Action Required

Disclosure profile last completed: 5/25/2022
Training last completed: 4/20/2022
Training expiration date: 3/10/2026

Disclosure Profile for

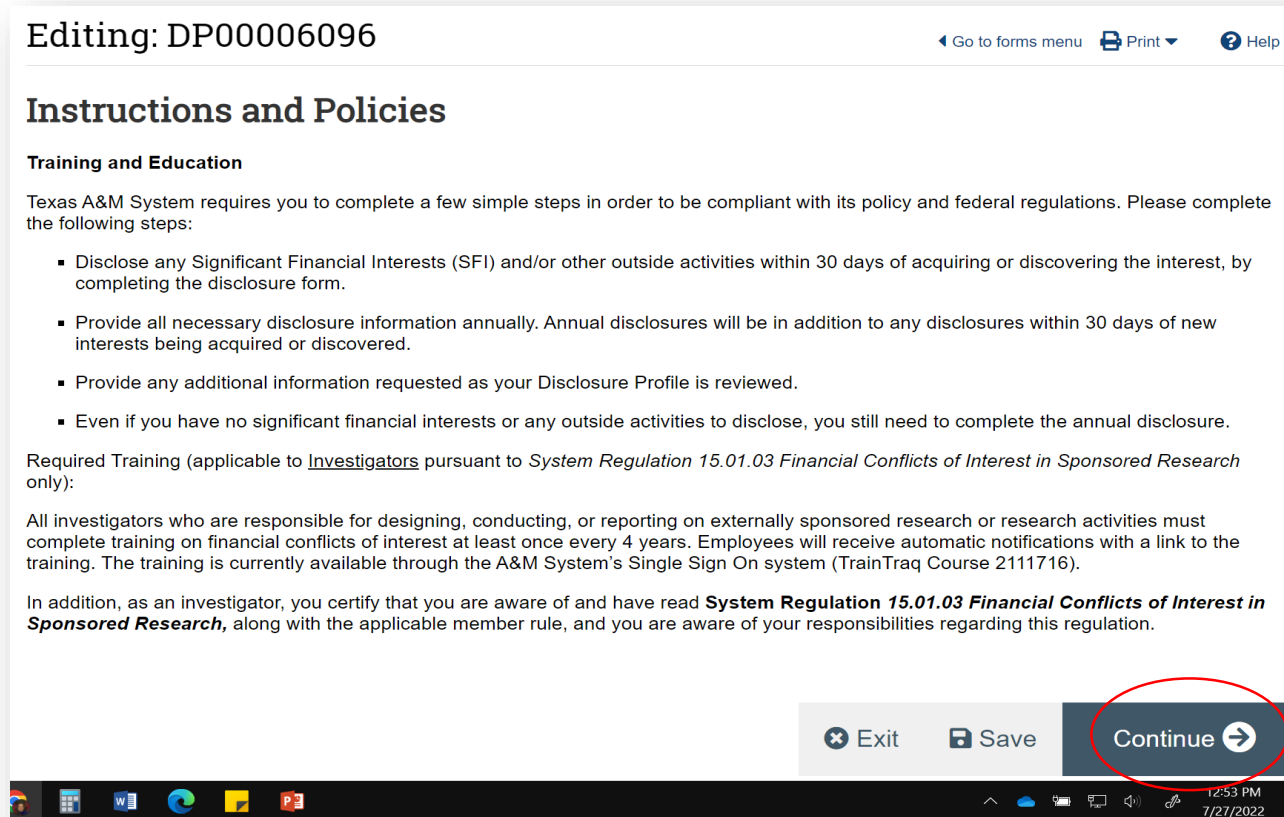
Action Required	Reason
No actions need to be taken at this time	Discloser's disclosure profile is up-to-date and requires no action

[Instruction Center](#)

[Edit Disclosure Profile](#)

On the disclosure workspace, click **Edit Disclosure Profile**.

1. Carefully read the information provided on the Instructions and Policies section.
2. Click **Continue** to move to the next page.



Editing: DP00006096 Go to forms menu Print Help

Instructions and Policies

Training and Education

Texas A&M System requires you to complete a few simple steps in order to be compliant with its policy and federal regulations. Please complete the following steps:

- Disclose any Significant Financial Interests (SFI) and/or other outside activities within 30 days of acquiring or discovering the interest, by completing the disclosure form.
- Provide all necessary disclosure information annually. Annual disclosures will be in addition to any disclosures within 30 days of new interests being acquired or discovered.
- Provide any additional information requested as your Disclosure Profile is reviewed.
- Even if you have no significant financial interests or any outside activities to disclose, you still need to complete the annual disclosure.

Required Training (applicable to [Investigators](#) pursuant to *System Regulation 15.01.03 Financial Conflicts of Interest in Sponsored Research* only):

All investigators who are responsible for designing, conducting, or reporting on externally sponsored research or research activities must complete training on financial conflicts of interest at least once every 4 years. Employees will receive automatic notifications with a link to the training. The training is currently available through the A&M System's Single Sign On system (TrainTraq Course 2111716).

In addition, as an investigator, you certify that you are aware of and have read **System Regulation 15.01.03 Financial Conflicts of Interest in Sponsored Research**, along with the applicable member rule, and you are aware of your responsibilities regarding this regulation.

Exit Save Continue →

12:53 PM
1/21/2022

- If you **do not** have anything to disclose:

1. Please check no to question #1 and proceed with the remaining questions.
2. Click **Continue** to go to TAMU Additional Info section.

Editing: DP00006096

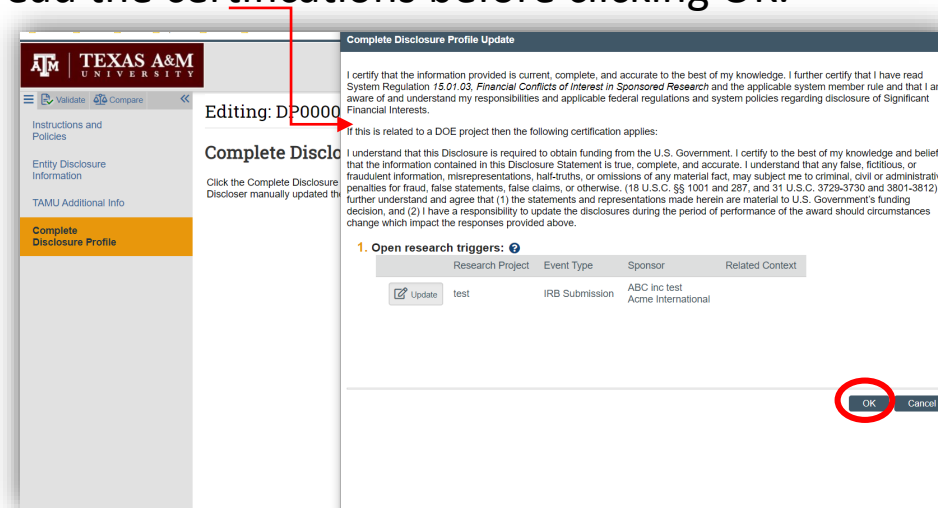
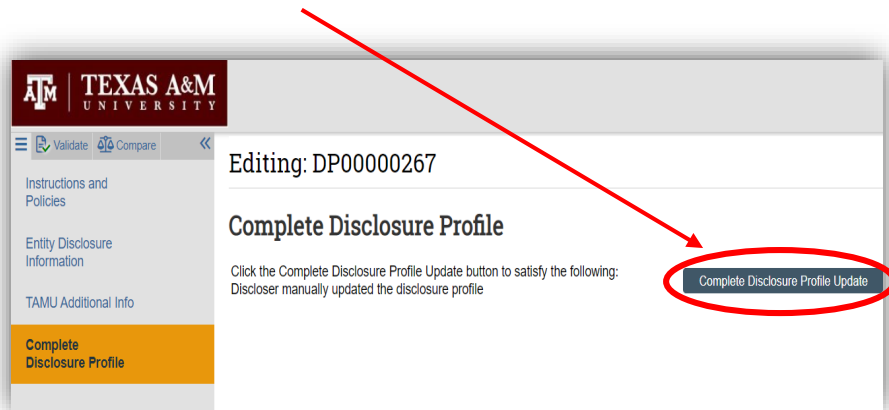
Go to forms menu Print Help

TAMU Additional Info

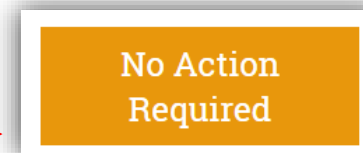
1. * With regard to System Policy 33.04, related to Use of System Resources, do you confirm that you DO NOT engage in any practices that may be deemed as an improper use of system resources (equipment, vehicles, procurement cards, funds, etc.) which could lead to increased costs and risks to the system, particularly from operational, regulatory, and reputational standpoints.
 Yes No [Clear](#)
2. * With regard to System Regulation 07.05.01, related to Consensual Relationships, do you maintain an amorous, romantic, and/or sexual relationship that, although consensual, may create actual or perceived ethical, discriminatory, and/or harassing situation disruptive to TAMUS?
 Yes No [Clear](#)
3. * I understand that my commitment to sponsored projects may equal 100% only if my entire TAMUS activities during the pay period can be allocated to sponsored projects. I confirm that if I engaged in administrative, teaching and/or other duties (to include writing new or competing grant proposals, or serving on a university committee) in addition to sponsored projects, I will not allocate 100% time to sponsored projects.
 Yes No [Clear](#)
4. * With regard to System Policy 24.01.06, related to Campus Programs for Minors, do you ever work with minors (labs, tours, camps, etc.) excluding TAMU students?
 Yes No [Clear](#)
5. * Do you currently receive, or within the preceding twelve months

Exit Save **Continue**

3. After you have responded to all the additional questions, please click the **Complete Disclosure Profile Update** button and carefully read the certifications before clicking OK.



Note: The status of your Disclosure Profile moves to **No Action Required**.



- **If you *do* have something to disclose:**

1. If you have any outside activities to disclose, please check yes to question #1 and skip to question #3. You will be directed to the applicable entity disclosure type in #2 based on your responses to all questions beginning with #3.
2. After responding to all the questions, please go back to questions #2 and Click **Add** in the entity disclosures section.
3. To add an entity, you have three options:

- **Type the name** of the entity in the box and automatically the entity options will appear.

1. Entity: ?

ID	Name	Category	Parent Organization
Abbott Laboratories	Abbott Laboratories	Sponsor	
Abbott Laboratories Services Corp	Abbott Laboratories Services Corp	Sponsor	

- **Click on the browse button** to add the entity from a pre-populated list of organizations.

General Information

1. Entity: ?

...

- If you cannot find the entity in the list of organizations, you can add it by clicking on the other browse button.

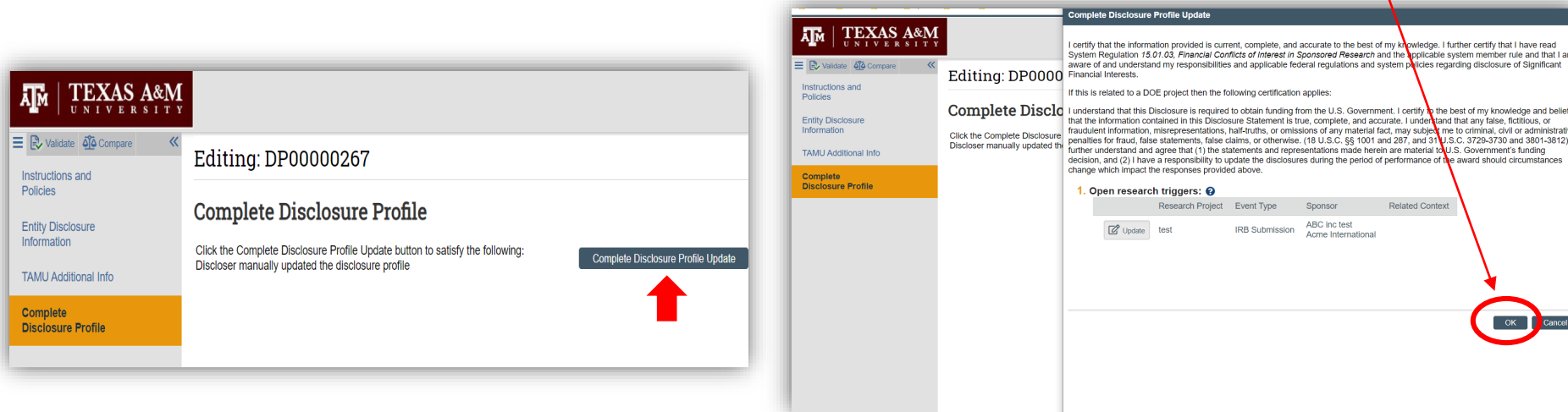
1. Entity: ?

or

If you cannot find the entity in the above list, enter the details here:

[None]

4. Proceed answering the remaining questions and click **OK** to add the entity disclosure or click **OK and Add Another** to add another entity disclosure.
5. Click **Continue** to proceed to the next section (TAMU Additional Info).
6. Answer the TAMU Additional Info questionnaire and click **Continue** to go to the Complete Disclosure Profile page.
7. **IMPORTANT!!** Click **Complete Disclosure Profile Update** and carefully read the certifications before clicking OK.



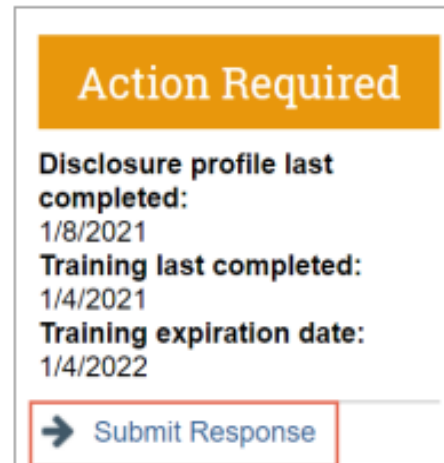
Note: Once your Disclosure Profile has been completed/updated, the disclosure status moves to No Action Required.



How to Respond to a Clarification Request

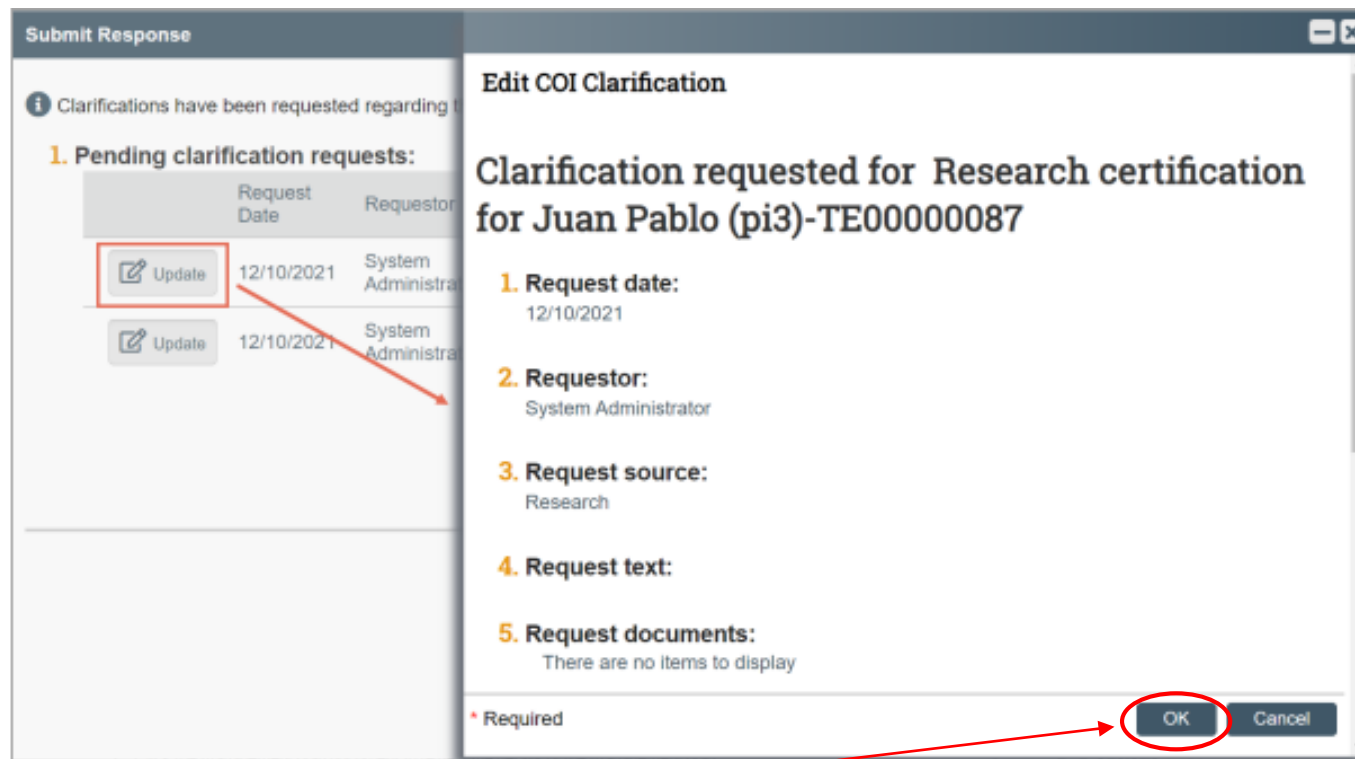
If a reviewer has questions or requires you to provide additional information about your disclosure profile or pre-approval request, you will receive an e-mail notification indicating this. Review the request details and then respond to the request. Depending on the request, you may need to update your **Disclosure Profile** or your **Pre-Approval Request**. Log in to the Huron system and navigate to your disclosure profile to respond to the clarification request.

1. On the disclosure workspace, click [Submit Response](#).



2. Click **Update** next to the request you are responding to.

Note: There may be multiple clarification requests outstanding at the same time.



3. Then click **OK**

4. In the **Request** text field, review the request sent by the reviewer.
5. Review any attached documents.
6. In the **Response** text field, **type your response** to the reviewer and click **OK**. You can also attach documents that explain your response.

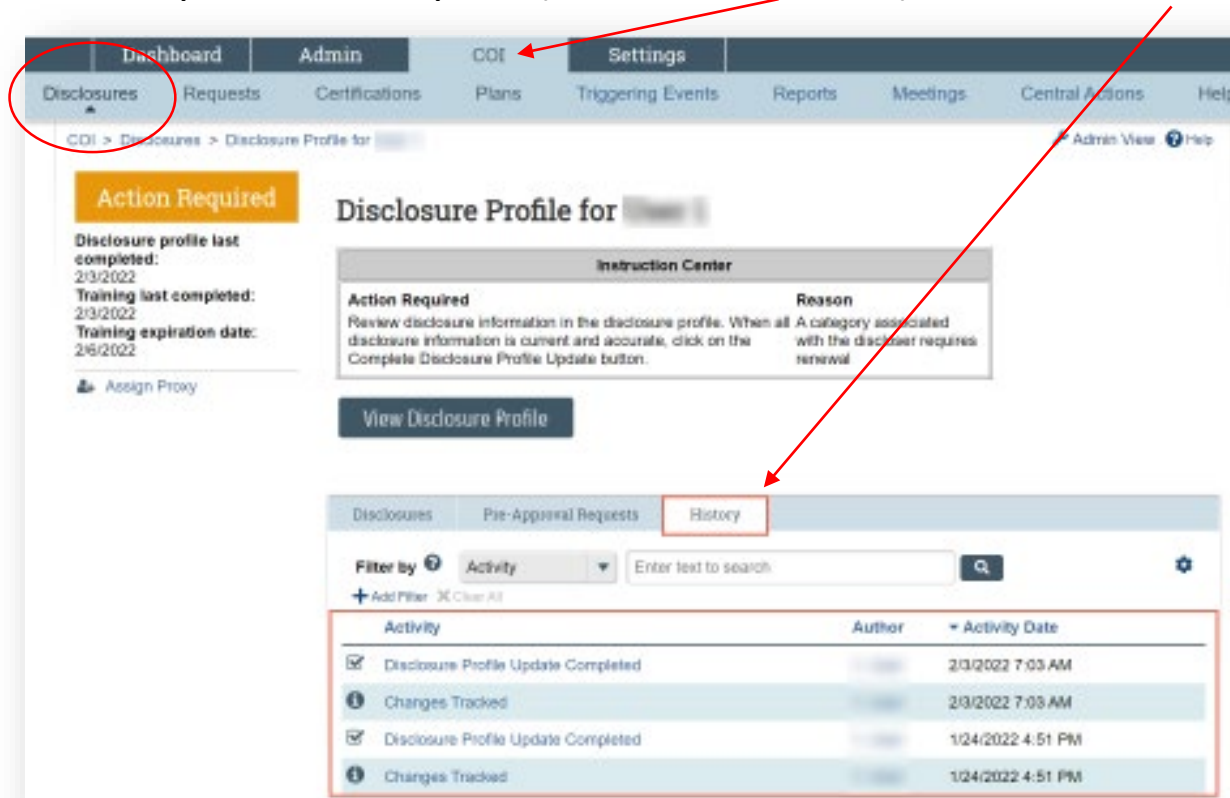
Note: If you responded to the reviewer's request in a document, you can add the document in the Response documents field.

7. Click **OK**.

After you have responded to all outstanding clarification requests, your **Instruction Center** will be updated accordingly. If your disclosure profile is in a **No Action Required** state, you can log off the system.

To view your Disclosure history

From the disclosure profile workspace (under the COI tab), click the **History** tab.



The History tab lists the activities performed on a disclosure profile including any comments, attachments added, or disclosure profile updates.